

**Council Minutes**  
**Regular Meeting**  
**March 12, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present: Russell A. Mullins – Town Manager, Cathy Sharpe - Clerk/Treasurer and William Sturgill – Town Attorney were also present.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by Jeff Kiser.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Russell A. Mullins, Town Manager, stated that Resolution # 18-008 needed to be deleted from the agenda.

Jeff Kiser made a motion to delete Resolution # 18-008 from the agenda under new business. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to move closed session to before reports. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the agenda as amended. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Sharon Still seconded the motion. Jeff Kiser stated that he would excuse himself from closed session. Mr. Mooney amended his motion and asked that Mr. Dell Bell be included in the closed session. Sharon Still seconded the motion, which resulted in all Ayes.

**Closed Session**

Immediately following closed session, Cathy Sharpe, Clerk/Treasurer, read the “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 in all Ayes. Jeff Kiser abstained.

There was no action resulting from the closed session.

## **Reports:**

### Town Manager

Town Manager, Russell A. Mullins reported that he got married this past weekend. He stated that town crews had installed a new fence at the tennis courts and that it will be painted so it will look newer. He advised that the pool preparations will be starting soon. He said the pool will need to be repainted this year and that a couple of different cracks will need to be patched both on the bottom and top on the ledges.

Mr. Mullins said the town is still waiting to see if there are funds available for the creek dredging all the way to the source in Banner. He stated that it is unlikely that funds will be available.

Mr. Mullins reported that a meeting with The Lane Group had been held at the water treatment plant concerning renovations at the plant. Chris Mullins with the Lane Group, stated that \$320,000.00 is available to fund the critical needs at the plant.

Mr. Mullins, Town Manager, advised he is still waiting to close on some of the properties before anything else can be done with the housing issues. He will discuss with Building and Zoning Department this week and will give council an update.

Mr. Mullins reminded council that he and Jeff Livingston, public works superintendent, have implemented an on call list and the Police Department has the schedule. Deventae Mooney asked how the on call process works. Mr. Mullins said that Jeff Livingston would get the first phone call and would notify the employee who is responsible for that after hours call. Mr. Mullins stated that the on call list will be strictly adhered to.

Mr. Mullins stated that he has also implemented a purchase request form that will be given to each department within the town. A request form will have to be completed before any purchase other than daily supplies such as office supplies. He explained that this is to improve bottom line cash flow.

Mr. Mullins informed council that one of the recent new hires for the town has resigned and that he and Cathy Sharpe, Town Clerk/Treasurer are in the process of looking at applicants and once those are narrowed down, Mr. Mullins will send council an email for advice. A decision will be made after council advises. Mr. Mullins also stated that there is still one part time public works position that has not been filled. He is waiting to see if funding can be redirected to another department within public works on the water side.

Sharon Still asked what is being done in regards to the future of the pool. Mr. Mullins said that the chemical room had been replumbed and some leaks have been fixed within the actual room as

well. He stated that anything accessible outside has been fixed, such as the slide, but major repairs will have to wait until the town has funding or something major goes wrong at the pool. Mr. Mullins said his aim to open the pool is the first or second week in June.

Chris Mullins with The Lane Group advised that at some point the town has to decide if it is feasible to continue operating the pool.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that a sewer line had been repaired in Banner.

Mike Holbrook asked if Mr. Livingston had gotten the estimates for repairing the roofs to which Mr. Livingston stated that he is still waiting to hear something from the person who is suppose to prepare the estimate. Mike Wright asked if a certain temperature has to be reached before roof repair can be done. Mr. Livingston said that it does.

Jeff Kiser asked for an update on replacing the large water meters. He said the large meters had been delivered and that the Coeburn Middle School and Coeburn Primary School would have to be put in on a weekend because of the time in which it would take. The schools would have to be closed in order for the meters to be installed. He also stated that Wise Correctional Camp 18 would have to be scheduled for installation. They want to be informed before their water is turned off. Mr. Kiser suggested that the meter changes be done as quickly as possible.

- ii. The Lane Group – Chris Mullins with The Lane Group reported that the design is under way for the water improvements project. He said they still do not have an answer from the Health Department on the meter replacement grant to allow town crew to install.

Mr. Mullins made a formal request to allow The Lane Group to pursue an additional \$150,000.00 for meters.

Mike Holbrook asked if the needs of the water treatment plant were going to be met. Mr. Mullins said all the needs the plant requested would be met. He stated this would include large items such as equipment, and smaller items such as guttering on the building. Jeff Kiser asked if meters were number one on the list and Mr. Mullins replied that they were.

Mr. Mullins said he would be delivering preliminary drawings to town hall for Russell Mullins and Jeff Livingston to take into the field to approve where things are proposed to be, etc.

### Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$101,558.78 as of March 9, 2018. She reported outstanding checks in the amount of \$76,073.53, accounts payable due in the amount of \$62,585.39 and interim accounts payable in the amount of \$129,043.66. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was

-\$37,100.14.

Ms. Sharpe presented meeting minutes for the February 12, 2018 regular meeting and February 26, 2018 workshop meeting.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$18,391.19 making the total cash availability -\$18,708.95.

Ms. Sharpe provided copies of the most recent Branch Banking & Trust Company, Shell and Valero commercial credit card account statements. She also included copies of the total cash availability report for all of February as well as through March 9, 2018.

Deventae Mooney asked if the fire department was at the max of their budget when the budget was reviewed. Mr. Russell A. Mullins responded that they were very close. He stated that the fire department is requesting a \$10,000.00 increase this year.

Mike Holbrook asked why the current cash availability chart in comparison to the previous year is showing negative numbers. Mr. Mullins reported that instead of purchasing meters during cash flows, the town has been purchasing around \$11,000.00 for meters each month. He explained that more money is being spent to reinvest in the system.

Jeff Kiser made a motion to approve the accounts payable due as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to approve the interim accounts payable as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the February 12, 2018 regular meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes. Deventae Mooney abstained.

Deventae Mooney made a motion to accept the February 26, 2018 workshop meeting minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes. Jeff Kiser abstained.

#### Police Department

There was no representative from the police department present. No report was given.

#### Fire Department

There was no representative from the fire department present. Cliff Hawkins said he would have a report ready for the workshop meeting on March 26, 2018. No report was given.

### Attorney Report

William Sturgill, Town Attorney, reported that he has been working on the town ordinances and that it is an extremely lengthy process. He stated that he is trying to do a good job but has to do a lot of cross referencing which is very time consuming. He explained that the current ordinances are based on the 1978 Virginia Code which have been updated many times since 1978. Sharon Still asked Mr. Sturgill how much progress he had made on the ordinances and he replied that he was about one quarter of the way through them. Mr. Sturgill's biggest concern was that there was no word document for these ordinances and that they would all have to be retyped.

### **New Business:**

- A. Monthly Water Report – Town Manager provided a copy of Virginia Department of Health Office of Drinking Water monthly report for the month of February 2018.
- B. Purchase of lawn care equipment – this was not discussed at tonight's meeting.
- C. CNW rate change – Mr. Mullins stated that the rates have gone down to \$27,794.00 per month. Mr. Mike Wright reported that this will probably be the last year for a decrease.
- D. Friends of Southwest Virginia Information – Mr. Mullins supplied a list of what Friends of Southwest Virginia have been doing for the year. He stated that the town makes a small donation yearly. The list is a way to keep the town updated with what the group does.
- E. Airport Commission Letter – Town Manager, Mr. Mullins, included this letter as a formality to show that the town donates \$100.00 to the Lonesome Pine Airport.
- F. Airport Commission Report – Mr. Mullins said this report is to let council know in a condensed version what the board is doing.
- G. Resolution 18-007 – Town of Coeburn Water meter replacement project phase II.

Jeff Kiser made a motion to adopt Resolution 18-007 which is a resolution for Town of Coeburn water meter replacement - phase II. Sharon Still seconded that motion. A roll call vote resulted in all Ayes.

### **Old Business:**

- A. Budget – Town Manager, Russell A. Mullins stated that an increase in water sales can be attributed to the meter changes but on the general side there has been a decrease in personal property taxes and real estate taxes and that delinquents have remained about the same. He reported that he and Ms. Sharpe, Clerk/Treasurer, have implemented DMV stops. He said antivirus and back up had been put into place recently which was a requirement to go forward with the DMV stops.

Mr. Mullins voiced his concern with rising costs such as gas prices. He stated that gas was \$2.10 per gallon but is now \$2.37 and that this affects the bottom line on the budget.

Mr. Mullins explained that Sharon Still and Deventae Mooney have volunteered their time to help manage the pool and the schedule of the lifeguards. He advised that it would be a cost saving measure for them to volunteer.

Mr. Mullins reported that he had been waiting to hire another part time employee for public works in an effort to control cost. He said payroll is about the same; there has been a small reduction from around \$26,000.00 to \$24,000.00 each pay period.

Mr. Mullins commented that the town has stabilized but only maintaining. He said a lot has been put back into the town to make sure everything is running correctly. He stated that the town's next biggest cost will be vehicles. Sharon Still replied that monetarily the gain cannot be seen, but if one takes a look at the facilities and everything that the town has done as a whole, the gain is there.

Sharon Still asked if there will be a budget ready in April. Mr. Mullins said there would be a budget. Jeff Kiser suggested that the workshop for April 23, 2018 be scheduled for 5:00 p.m. and designated that meeting to the budget.

Mr. Kiser asked if Mr. Mullins had been in contact with Art Meade. Mr. Mullins said he had not spoken with him. Mr. Kiser asked that a copy of the proposed budget be sent to Mr. Meade.

Sharon Still and Jeff Kiser asked Mr. Mullins to see if the speed limit can be reduced from 55 to 45 miles per hour inside the corporations limits right past Morgan McClure. Mr. Mullins said he would check to see if the speed limit can be changed.

#### **Closed Session:**

There was no reason for an additional closed session.

#### **Council Comments and Concerns:**

Mike Holbrook thanked all the town employees for all their hard work and dedication. He said he appreciated how the boys and girls basketball teams represented their high school thus representing Coeburn.

Deventae Mooney congratulated the basketball teams for having a great season. He said it was awesome seeing how the town and its citizens supported the teams. He told the town employees to keep up the good work.

Sharon Still thanked everyone for all their hard and diligent work. She told Town Attorney, William Sturgill that she appreciates him for updating the ordinances. She also congratulated Mr. Mullins on his marriage. She told Ms. Sharpe to be careful driving home.

Mike Wright congratulated the boys and girls basketball teams for a fantastic year. He said it brought excitement to the town and stressed that he was proud of their sportsmanship.

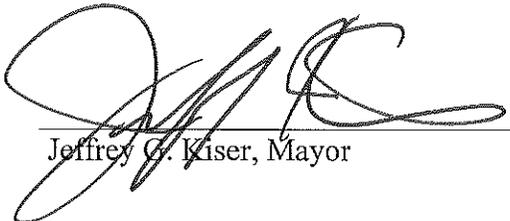
Jeff Kiser congratulated Mr. Mullins and his bride. He congratulated the Eastside girls and boys basketball teams for having a very successful season. He stated that he is looking forward to the budget process and looking forward to warm weather.

**Adjournment:**

Jeff Kiser made a motion to adjourn this meeting. Mike Wright seconded the motion, which resulted in all Ayes.

Respectfully Submitted,

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Attest: Cathy Sharpe, Clerk

  
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Jeffrey G. Kiser, Mayor

**Council Minutes**  
**Workshop Meeting**  
**March 26, 2018 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present. Russell A. Mullins – Town Manager, Cathy Sharpe – Clerk/Treasurer and William Sturgill – Town Attorney were also present.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jeff Kiser.

**Public Expression:**

Robert Kilgore, 205 Wise County Road, Coeburn, VA and Alicia Jones, 14343 Marshall's Creek Road, St. Paul, VA – stated that they had concerns with the condition of the tennis courts. They said that their two main concerns were safety and cleaning of the courts.

Ms. Jones is the boy's tennis coach and she advised that the lower court is in playable condition but very slick.

Mr. Kilgore and Ms. Jones asked that the town clean the court; in which Mr. Mullins – Town Manager, replied that it would be taken care of. They also asked that crack filler be put on the upper court so it could be used as well. Mr. Kilgore asked if it could be done tomorrow, March 27, 2018. Mayor Jeff Kiser stated that depending on the product being used it may need to have time to set up before the court can be used. Mr. Mullins said it would not be tomorrow but it would be taken care of as soon as possible.

Ms. Jones said safety was her main concern with the lower court. She stated that the girls will be having a match April 5, 2018. Mike Wright asked if the cracks in the court can be filled before that match. Mr. Mullins stated that it should be completed but depended on the weather conditions.

Mr. Kilgore asked how much money was in the recreational fund. Sharon Still stated that \$3,400.00 was received for the recreational project for the tennis courts. Mr. Kilgore asked if the town would be able to fund the repair of the courts if most of the money was raised. Mr. Mullins asked council if this would be a consideration if the recreational funds were within \$2,000.00 of the costs to repair the courts? Council agreed this would be possible.

Mr. Kilgore said the upper court would have to be totally redone. He said the ultimate goal would be to have both courts in playable condition because they usually had extra players that could be getting some use out of the upper court during matches. He said the matches take a very long time and having both courts in use would help.

There was no additional public comment and public expression was closed.

**Approval of the Agenda:**

Jeff Kiser made a motion to approve the agenda as amended. Mike Wright seconded the motion, which resulted in all Ayes.

**Recessed**

**Reports:**

Town Manager

Town Manager, Russell A. Mullins reported that clean up day will be the third week in April. He stated that before then, public works plans to edge and pressure wash the sidewalks down Front Street up toward Big Boy Pizza, from Celebrate on back, to get the business district cleaned up.

Mr. Mullins stated there are plans to replace a water line on Alfred Street. Old galvanized line is causing residents to experience brown water.

Sharon Still asked about the house that had been torn down on Alfred Street. She stated that home owners are selling and would like it removed. Mr. Mullins said he would see what could be done about this problem.

Public Works

Jeff Livingston – Public Works Superintendent, did not attend the meeting. Mayor Jeff Kiser asked how many of the main water meters are left that need to be replaced. Mr. Mullins – Town Manager, stated that the Primary School needs to be done and said at least one more had to be replaced but wasn't sure which one. These are scheduled to be done as soon as possible.

Mr. Mullins reported that there is a freeze on spending. He said that absolutely nothing can be spent except for the bills. He has also put a pause on water meter replacement as well.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance as of Friday, March 23, 2018 in the amount of \$111,677.26. Outstanding checks in the amount of \$94,899.55, total accounts payable due in the amount of \$48,109.16 and interim accounts payable in the amount of \$1,138.63. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was – negative \$31,331.45. Ms. Sharpe stated that two additional deposits totaling \$34,534.19 had been

made since she completed the council reports. This would make the combined total cash availability \$3,202.74.

Ms. Sharpe stated that the March 12, 2018 regular meeting minutes will be distributed along with the April 9, 2018 council packets.

Ms. Sharpe also provided copies of the BB&T corporate card account and Shell monthly credit statements.

Sharon Still asked that Mr. Mullins – Town Manager, explain the Railroad Management Company lease agreement. Mr. Mullins stated that this was an agreement made with the town in 1926 from Norfolk Southern on utility easements on the railroad. The amount due is \$4,435.00. William Sturgill – Town Attorney, said this had been brought in front of council. Mr. Sturgill said the amounts at one time were minimal and now they have increased substantially. Jeff Kiser asked if these were for easements under the railroad track. Mr. Sturgill stated that he would look into this to make sure where the town stands with these easements.

#### Police Department

There was no representative from the police department present.

#### Fire Department

There was no representative from the fire department present. There was a Fire Department monthly activity report. There were 29 total calls during the month of February.

Mr. Mullins reminded everyone that there is a burn ban until the April 30, 2018.

#### Attorney Report

William Sturgill – Town Attorney, stated that he did not have anything specific to report.

Deventae Mooney advised that a resolution for the forensics teams needs to be written. Jeff Kiser said that a resolution needs to be written for the team as well as for individual achievements. Mr. Sturgill said this can be done under one resolution.

#### **Information:**

- A. Open Discussion – Mr. Mullins asked if there was anything that council would like to discuss. Jeff Kiser asked about a resolution that was suppose to be written for an eagle scout to which Mr. Mullins stated that he had not heard anything from the scout's father. Mr. Kiser said he would reach out to the father on Facebook.

Sharon Still asked Mr. Mullins about the creek dredging grant. He didn't have anything to report yet.

Deventae Mooney asked what the biggest difference between now and last year as far as the amount of the money the town has. Mr. Mullins said that replacing 80 water meters each month, rather than just replacing the registers, was the main reason. He reported that this cost alone was \$11,000.00 per month. He stated that the town is starting to see some returns on these meters. Mr. Mooney asked that a report be given to show what was being billed before and after the meters had been replaced. Jeff Kiser advised that a report was being done at town hall by and asked that this report be included in the packets for April 9, 2018.

Sharon Still inquired about two places in town that would like to be annexed to which Mr. Mullins – Town Manager, said would be discussed in the next council meeting. He said council needs to pass a resolution identifying the areas asking for boundary adjustments before he could proceed.

- B. Budget - Mr. Mullins reported that he did not have a copy of the preliminary budget for council. He informed council that the revenue side of the general fund was down around \$39,000.00. He said this had to be made up on the utility side and that personnel changes would be discussed at a later date. Mr. Mullins stated that the revenue decrease is due to motor vehicle decals, real estate, meals tax, state sales tax and cigarette tax. He explained that coal severance is up but the general fund is very tight. He said he was able to cut around \$107,000.00 for payroll per year due to moving some employees to different departments. There were also a couple of resignations that helped with the cut.

Sharon Still asked about the roof on the Lays and MEOC buildings. Mike Holbrook advised that the cost would be around \$7,000.00 and that Jeff Livingston was going to get a couple more estimates. Mr. Mullins stated that the cost was \$6,500.00 when the roofs were repaired a couple of years ago. The cost was for repairing what was necessary at the Library. Mike Holbrook asked that a tarp be put on the roof to protect the building until repairs can be done.

Mr. Mullins reported that he had managed to increase the water operations by about \$30,000.00 on the utility side. A lot of the increase was to maintain the system a little better and purchase a couple of things needed such as equipment. He stated that he added more on the projects and equipment line item to consider a financing deal on one public works truck. He said a truck would be needed very soon.

#### **Closed Session:**

There was no reason to enter into closed session.

#### **Council Comments and Concerns:**

Mike Holbrook congratulated the Eastside forensic team. He said it seemed like it has become a habit to congratulate this team. He stated that the quality of the town water is the reason for their success. Mr. Mullins was reminded that the town received an award for excellence in water works and performance.

Deventae Mooney congratulated Eastside forensics team. He reported that the Downs Syndrome Day was moved to April 21, 2018. He advised that the permit will need to be rewritten and sent in.

Sharon Still said that Eastside is always in the paper for doing something good. The school seems to have something going right and is moving forward with so many different things and areas of expertise. Ms. Still said she appreciates all that the town does for the students and she also appreciates all the public servants and workers and girls and boys in the office that deals with the public. She thanked all the council members for all they do on the back side that no one knows about.

Mike Wright congratulated Eastside forensics team. He said that being congratulated this often has to say something about the group of kids. He reported that the sign for Ringley Park is finished and that it looks good.

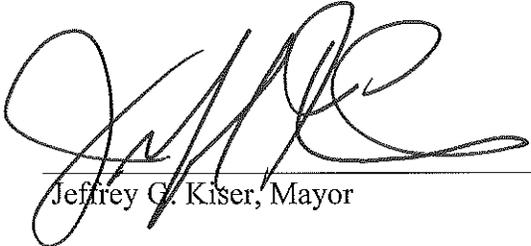
Jeff Kiser said dido on everything for Eastside High School State champions. He thinks for a small school they do a great job. He stated that Eastside has a great program. Mr. Kiser said he is looking forward to digging directly into the budget next month. He reminded everyone that the workshop meeting for April 23, 2018 will be dedicated to the budget and it will start at 5:00 p.m. It will be a roundtable discussion and will go over everything line by line. He also reminded everyone that the Easter Sunrise Service will be at the Lays Building on April 1, 2018 at 7:00 a.m. He said for public works people, service people, police department, fire department and town hall to keep up the good work. He said without those people, Coeburn wouldn't do as well as it does.

**Adjournment:**

Jeff Kiser made a motion to adjourn. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,

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Attest: Cathy Sharpe, Clerk

  
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Jeffrey C. Kiser, Mayor



## RESOLUTION 18-009 Powell Valley National Bank Line of Credit

**WHEREAS**, the Town of Coeburn, has received funding from USDA Rural Development and the Virginia Department of Health for the "Water System Improvements Project";

**WHEREAS**, USDA Rural Development requires interim financing for projects over \$500,000 in loan and the Town of Coeburn wishes to seek a closed-end line of credit for the purpose of payment for design services, permit fees, easement preparation, environmental studies, and other "soft" costs associated with the "Water System Improvements Project" to be reimbursed by project funds;

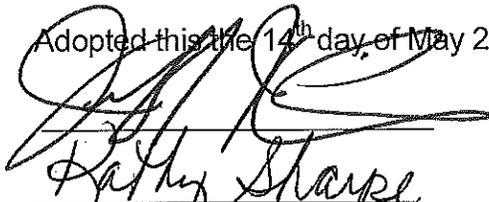
**WHEREAS**, Powell Valley National Bank has provided a commitment for a Bank Qualified, Tax-Exempt fixed rate of interest equal to 3.00% for an amount up to but not exceeding \$300,000 for the purposes provided above;

**THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Coeburn hereby votes and agrees to execute the closed-end line of credit from Powell Valley National Bank. Furthermore, the Town Manager or the Mayor in the Town Managers absence of the Town of Coeburn is hereby authorized to sign and submit any and all appropriate documents on behalf of the Town of Coeburn relevant to this line of credit.

Motion by: Sharon Still  
Seconded by: Mike Holbrook

Aye 5 Nay 0 Absent 0

Adopted this the 14<sup>th</sup> day of May 2018.

  
Attest: Kathy Sharpe, Clerk

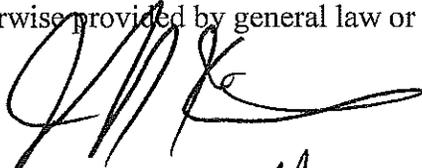
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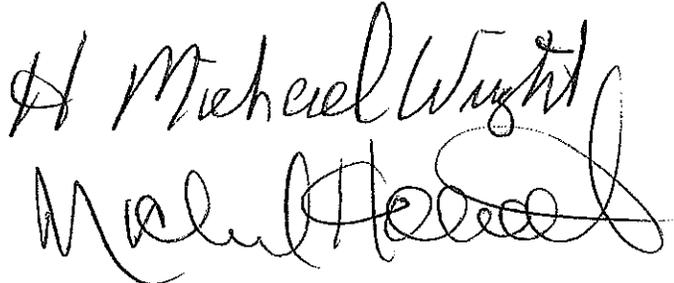
NOTICE OF NON-RENEWAL OF EMPLOYMENT AGREEMENT

TO: ~~DREW~~ <sup>RUSSELL ANDREW</sup> MULLINS, TOWN MANAGER  
FROM: TOWN COUNCIL OF THE TOWN OF COEBURN

You are hereby notified by the Town of Coeburn that your employment agreement dated June 9<sup>th</sup>, 2014, will not be renewed. This non-renewal written Notice has been authorized by a majority vote of the Town Council on May, 14, 2018, and the employment agreement shall terminate after the completion of the initial five (5) year term, which began on June 9<sup>th</sup>, 2014. To the extent that Council's Resolution dated June 30<sup>th</sup>, 2014, may have extended the initial term end date to June 30<sup>th</sup>, 2019, none of the terms and conditions of the June 9<sup>th</sup>, 2014, agreement shall be in effect after June 30<sup>th</sup>, 2019.

By providing this Notice to you, it is the intent of the Town Council of the Town of Coeburn to be in compliance with Section 15.2-1503 of the *Code of Virginia*, which states in relevant part, "All appointments of officers and hiring of other employees by a locality shall be without definite term, unless for temporary services not to exceed one year or except as otherwise provided by general law or special act."

  
Drentae Moore  
Sharon S. Stupp

  
Michael Wright

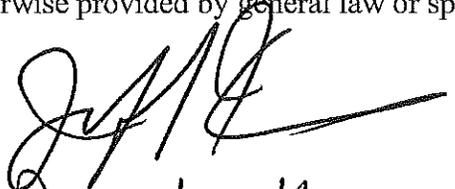
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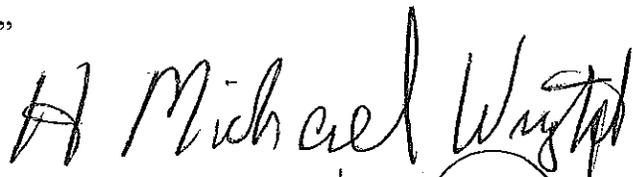
NOTICE OF NON-RENEWAL OF EMPLOYMENT AGREEMENT

TO: SCOTT BROOKS, POLICE CHIEF  
FROM: TOWN COUNCIL OF THE TOWN OF COEBURN

You are hereby notified by the Town of Coeburn that your employment agreement dated June 9<sup>th</sup>, 2014, will not be renewed. This non-renewal written Notice has been authorized by a majority vote of the Town Council on May, 14, 2018, and the employment agreement shall terminate after the completion of the initial five (5) year term, which began on June 9<sup>th</sup>, 2014. To the extent that Council's Resolution dated June 30<sup>th</sup>, 2014, may have extended the initial term end date to June 30<sup>th</sup>, 2019, none of the terms and conditions of the June 9<sup>th</sup>, 2014, agreement shall be in effect after June 30<sup>th</sup>, 2019.

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Doretae Mooney  
Sharon S. Still

  
Michael Wright  
