

**TOWN OF PENNINGTON GAP  
COUNCIL MEETING**

March 16, 2020  
6:00 PM

1. Call Meeting to order– Mayor Larry Holbrook
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes for February 18 and February 27, 2020 Council Meetings
6. Approval of Bills to be Paid
7. Citizen’s Recognition
  - a. Mark Tabor-New Life Ministries
  - b. Phil Hensley-Kid’s Fishing Day
8. Unfinished Business
  - a. Resolution for finance of sanitation truck
9. New Business
10. Monthly Reports – Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept. Lee Theatre (written reports in council packets)
11. Water Plant & Distribution system/Sewer Plant & collection System/Engineering Projects-Jeff Cochran, Lane Engineering
  - A. West Morgan Ave. Sidewalk Project
12. Administrative Reports– Mayor Larry Holbrook/Keith Harless/Tina Rowe/Brian Skidmore
  - A. Treasurer’s Report
  - B. Assistant Town Manager’s Report
  - C. Town Manager’s Report
13. Town Attorney Report-Greg Edwards
14. Council Member Reports

528 Industrial Dr.  
Pennington Gap, VA 24277

**TOWN OF PENNINGTON GAP  
COUNCIL MEETING**

15. Closed Session pursuant to Virginia Code Section 2.2-3711A1 for assignment, appointment, promotion, salaries, disciplining, or resignation of employees.

Closed Session pursuant to Virginia Code Section 2.2-3711A3 for discussion of acquisition of real property for a public purpose.

Closed Session pursuant to Virginia Code Section 2.2-3711A6 for discussion of the investment of public funds.

Closed Session pursuant to Virginia Code Section 2.2-3711A7 for consultation with legal counsel.

16. Council Action

17. Adjourn

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**Record of Attendance:**

**6:00 PM**

Mayor: Larry W. Holbrook  
Council: Jill Carson  
Gary McElyea - Absent  
Jeff Martin  
Terry K. Pope  
Jimmy Warner

Town Manager: Keith Harless  
Assistant Town Manager: Brian Skidmore  
Town Treasurer: Tina Rowe  
Town Attorney: Greg Edwards  
Town Clerk: Karen Maggard  
Police Dept.: Taylor Scott

Citizens:  
Powell Valley News: Rick Watson  
New Life Ministries: Mark Tabor, Wesley Tabor, David Woods, Don & Betty  
Guthe  
Phil Hensley

1. Call to order: Mayor Larry Holbrook called the meeting to order at 6:00 PM.
2. Invocation given by Mark Tabor
3. Mr. Tabor led the Pledge of Allegiance
4. Terry Pope made a motion to approve the agenda, Jeff Martin seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

5. Jeff Martin made a Motion to approve the minutes from February 18 and February 27 with the following corrections;  
February 18, Page 3, 12B should be "4 cars on the road", Page 5, #16, "allow Keith Harless to raise pay for 2 employees", as discussed in closed session, #16B, Tina would write a letter for hazardous duty benefits", Jimmy Warner seconded the Motion. Vote as follows:

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Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

6. Jill Carson made the Motion to approve the bills to be paid. Jimmy Warner seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

7. Citizens' Recognition-

- A. Mark Tabor of New Life Ministries Church would like permission to conduct a prayer march through town with other churches invited to participate. He would like to do this April 18, Keith advised obtaining a VDOT permit which he can help with, which needs to be 30 days prior and that we would have to follow government mandate re the coronavirus. Mayor Holbrook made a Motion to approve the march pending proper paperwork and following executive orders and coordinating with Keith on the date and permit. Jeff Martin seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

- B. Phil Hensley updated on the March 28 scheduled Kid's Fishing Day recommending it be cancelled until the hatchery can give a date to stock and reschedule later.

8. Unfinished Business

- A. Resolution for finance of sanitation truck- Jeff Martin made a Motion to approve the finance for the truck, Mayor Holbrook seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent

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Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

- 9. New Business-no new business
- 10. Monthly Reports-Water, Sewer, Treasurer, Public Works, Police Dept., Fire Dept., Lee Theatre (written Reports in Council packets). No comments
- 11. Water Plant & Distribution System/Sewer Plant & Collection System/Engineering Projects- There have been no changes since last meeting and this should be removed from the agenda until further notice.

12. Administrative Reports and Council Action – Mayor Larry Holbrook/Keith Harless/Tina Rowe

- A. Treasurer’s Report – Tina reported a busy month with her only request being to approve the upcoming Anthem Insurance renewal with a rate increase of 4.3% or about \$16,000. Terry Pope made the Motion to renew the insurance, Jeff Martin seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

- B. Assistant Town Manager, Brian Skidmore – Would like to continue the floating seasonal worker and hire one seasonal worker. Jimmy Warner made the Motion to hire one seasonal worker. Jeff Martin seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

Brian has 3 quotes for a new mower purchase which was delayed from last fall and we are down one mower now. He would like to stay with the same brand to keep parts and maintenance easier. Jeff Martin made a Motion to purchase the middle bid to allow for that purpose. Jill Carson seconded the Motion. Vote as follows:

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Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

C. Town Manager, Keith Harless announced that all government meetings are canceled including Rally and Pro-Art. Packets from Pro-Art were dropped off for council. They have suspended performances until further notice. Keith released statements Friday, March 13 pertaining to our sanitizing, closed public restrooms at Leeman Field due to staffing, portolets are still on the walking trail. Limited front office by asking everyone to use online payment, call or drop box. He has viewed equipment for sale that would be useful for events and has placed a bid. Bidding closes tonight.

13. Attorney, Greg Edwards – The Dryden Water contract changes are made. He would like to work on the town code book now that court has shut down. The employee handbook needs review in order to meet the July 1 implementation.

14. Council Member Reports –

Jill Carson met with ASP to see if they can help with some things, when we are able to do so again. Attended Pennington Partners meeting. They plan to do the triathlon June 20. It has been about 15 months, the 501C3 paperwork has not been completed. Virginia Tech Office of Governance is willing to help move that forward. They are encouraged to do weekly beautification awards with certificates and a grand prize at the end.

Terry Pope would like live streaming capability on updates of the virus as opposed to just social media. Jill added that the role of government in crisis is everyone is “on the same page” with same message. Brian will speak with Lee County EMS tomorrow on their plan, Keith is following government recommendations. Terry asked about the warning system we have for tornadoes, we may need to use it again. Streaming to social media is necessary as well. Keith noted that WSWV is working with the FCC to live stream on the radio page once again.

15. 7:13 PM, Terry Pope made a Motion to go into Closed Session pursuant to Virginia Code Section 2.2-3711A1 for assignment, appointment, promotion, salaries, disciplining, or resignation of employees.

Virginia Code Section 2.2-3711A3 for discussion of acquisition of real property for a public purpose.

Virginia Code Section 2.2-3711A6 for discussion of the investment of public funds.

Virginia Code Section 2.2-3711A7 for consultation with legal counsel.

Jeff Martin seconded the Motion with vote as follows:

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Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

At 8:15 PM, Terry Pope made a Motion to reconvene regular session and certify that nothing was discussed during closed session other than the issues stated. Jill Carson seconded the Motion. Certification as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

16. Council Action-

Terry Pope made a Motion to accept the county's temporary proposal, to work with them on EMS as directed under our conditions. Jeff Martin seconded the Motion. Vote as follows:

Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

Terry Pope made a Motion to allow hire a police officer as selected from the applicants. Jeff Martin seconded the Motion. Vote as follows:

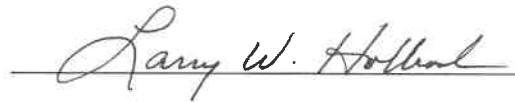
Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

17. Jeff Martin made a Motion to adjourn the meeting, Terry Pope seconded the Motion. Vote as follows:

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Mayor Larry Holbrook	Aye
Jill Carson	Aye
Gary McElyea	Absent
Jeff Martin	Aye
Terry Pope	Aye
Jimmy Warner	Aye

Time of adjournment: 8:22 PM



**MAYOR LARRY W. HOLBROOK**

ATTEST:

  
**KAREN MAGGARD, TOWN CLERK**



CERTIFICATION OF CLOSED SESSION

**WHEREAS**, the Council of the Town of Pennington Gap, Virginia has convened closed session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, 2.2-3711 of the Code of Virginia requires a certification by this Council of the Town of Pennington Gap, Virginia that such closed session was conducted in conformity with Virginia law;

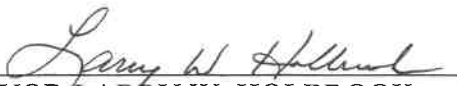
**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Pennington Gap, Virginia hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the Motion convening the closed session were heard, discussed or considered by the Council of the Town of Pennington Gap, Virginia.

**VOTE:**

AYES: Mayor Larry W. Holbrook  
Jimmy Warner  
Terry K. Pope  
Jeff Martin  
Jill Carson

NAYS: (for each Nay vote the substance of the departure from the requirements of the Act should be described)

ABSENT DURING VOTE: Gary McElyea  
ABSENT DURING CLOSED SESSION: Gary McElyea  
MEETING DATE: March 16, 2020

  
MAYOR LARRY W. HOLBROOK