

Minutes- July 1, 2021  
Town of Pennington Gap  
Council Organizational Meeting

**Record of Attendance:**

**10:00 AM**

Mayor:	Larry W. Holbrook
Council:	Jill Carson by phone
	Gary McElyea by phone
	Jeff Martin by phone
	Terry K. Pope
	Jimmy Warner absent
Town Manager:	Keith Harless
Assistant Town Manager:	Brian Skidmore
Town Treasurer:	Tina Rowe
Town Clerk:	Karen Maggard
Town Police Chief:	Jesse Jones

1. Call to order: Mayor Larry Holbrook called the meeting to order at 10:02 AM.
2. Terry Pope made a motion to approve the agenda and Larry Holbrook seconded the motion.
3. **Organization:**
  - a. Terry Pope made a Motion to set meeting time and date as third Monday of each month at 6 PM. Jeff Martin seconded the Motion. Roll call vote as follows:

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

- b. Larry Holbrook made a Motion to adopt Robert's Rules of Order. Jill Carson seconded the Motion. Roll call vote as follows:

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

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- c. Larry Holbrook made a Motion to adopt Virginia State Code as a guide for the town. Jeff Martin seconded the Motion. Roll call vote as follows:

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

- d. Terry Pope made a Motion to keep the committees, members, and meeting times the same. Larry Holbrook seconded the Motion. Roll call vote as follows:

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

- e. Terry Pope made a Motion to appoint Jill Carson as Vice Mayor. No second.  
Gary McElyea commented that these appointments are usually discussed in closed session. At 10:12 AM, Terry Pope made a Motion to enter closed session pursuant to *Virginia Code* Section 2.2-3711(A)(1): **Personnel**. *Provides an exemption for: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.*

Larry Holbrook seconded the Motion. Roll call vote as follows:

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

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At 10:15 AM, Terry Pope made a Motion to reconvene regular session and certify that nothing was discussed during closed session other than the issues stated. Jeff Martin seconded the Motion. Roll call vote as follows:

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

Terry Pope made a Motion to appoint Jill Carson as Vice Mayor. Jill Carson seconded the Motion. Roll call vote as follows:

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

Terry Pope made a Motion to appoint Keith Harless as Town Manager. Larry Holbrook seconded the Motion. Roll call vote as follows:

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

Larry Holbrook made a Motion to appoint Tina Rowe as Treasurer. Jill Carson seconded the Motion. Roll call vote as follows:

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

Larry Holbrook made a Motion to appoint Karen Maggard as Town Clerk. Gary McElyea seconded the Motion. Roll call vote as follows:

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

Council Room  
528 Industrial Drive

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Terry Pope made a Motion to appoint Jesse Jones as Police Chief. Larry Holbrook seconded the Motion. Roll call vote as follows:

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

Larry Holbrook made a Motion to appoint Greg Edwards as Town Attorney. Gary McElyea seconded the Motion. Roll call vote as follows:

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

4. Terry Pope made a Motion to adjourn the meeting, Larry Holbrook seconded the Motion. Roll call vote as follows:

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

Time of adjournment: 10:21 AM

ATTEST:

  
KAREN MAGGARD, TOWN CLERK

  
MAYOR LARRY W. HOLBROOK

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  
Jill Carson  
Terry K. Pope  
Gary McElyea  
Jeff Martin

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

ABSENT DURING VOTE: Jimmy Warner

ABSENT DURING CLOSED SESSION: Jimmy Warner

MEETING DATE: July 1, 2021

  
MAYOR LARRY W. HOLBROOK