

**TOWN OF BIG STONE GAP, VIRGINIA
COUNCIL ORGANIZATIONAL MEETING**

**COUNCIL CHAMBERS
505 E. 5TH STREET, SOUTH
BIG STONE GAP, VIRGINIA**

December 19, 2023

6:30 PM

AGENDA ITEM 1

Call to Order and Roll Call

Mr. Steve Lawson, Town Manager, acting as Chairman Pro Tem until a Mayor is elected by Council, called the meeting to order. He then called the roll.

Those Present: Hon. Nancy Bailey, Councilwoman
Hon. Kent Gilley, Councilman
Hon. Tyler Hughes, Councilman
Hon. Gary Johnson, Councilman
Hon. Crystal Lyke, Councilwoman
Hon. Aaron McKinney, Councilman

Staff Present: Mr. Stephen Lawson, Town Manager
Mr. Steve Hamm, Chief of Police

Those Absent: Hon. Robert Bloomer, Councilman
Mr. Charles Bledsoe, Town Attorney
Ms. Amanda Hawkins, Town Clerk/Treasurer (phone attendance)

AGENDA ITEM 2

ELECTION OF MAYOR

Mr. Lawson opened the floor for nominations for Mayor. Mr. Hughes nominated Gary Johnson. The nomination was seconded by Ms. Lyke. Mr. Gary Johnson was elected Mayor by acclamation.

AGENDA ITEM 3

OATH OF OFFICE OF MAYOR

Mr. Lawson administered the Oath of Office as Mayor of the Town of Big Stone Gap to Gary Johnson, and presented the Gavel to Mayor Johnson.

AGENDA ITEM 4
PRESENTATION OF GAVEL TO NEWLY-ELECTED
Presentation of gavel to newly-elected mayor by the Town Manager

AGENDA ITEM 5
ELECTION OF VICE-MAYOR

Mayor Johnson opened the floor for nominations for Vice-Mayor. Mr. Hughes nominated Nancy Bailey as Vice-Mayor. Ms. Lyke seconded the nomination. Mrs. Nancy Bailey was elected Vice-Mayor by acclamation.

AGENDA ITEM 6
OATH OF OFFICE OF VICE-MAYOR

Mayor Johnson administered the Oath of Office as Vice-Mayor of the Town of Big Stone Gap to Nancy Bailey.

AGENDA ITEM 7
Consideration to call Closed Meeting for purpose of discussion of appointees of the Town of Big Stone Gap, as provided by Section 2.2-3711(A)(1) of the Code of Virginia 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, specifically for the purpose of discussion of appointees of the Public Body.

Closed session was not needed.

AGENDA ITEM 8
APPOINTMENT OF TOWN CLERK/TREASURER

Mayor Johnson asked for nominations to appoint the Town Clerk/Treasurer.

Motion by Hughes, seconded by Lyke, that Amanda L. Hawkins be appointed Clerk/Treasurer of the Town of Big Stone Gap. Motion resulted as follows:

Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None

AGENDA ITEM 9
OATH OF OFFICE OF TOWN CLERK/TREASURER

Mayor Johnson administered the Oath of Office as Clerk/Treasurer of the Town of Big Stone Gap to Amanda L. Hawkins.

**AGENDA ITEM 10
APPOINTMENT OF TOWN MANAGER**

Mayor Johnson asked for Nomination to appoint the Town Manager.

Motion by Hughes, seconded by Lyke, that Stephen Lawson be appointed Town Manager of the Town of Big Stone Gap. Motion resulted as follows:

**Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None**

**AGENDA ITEM 11
OATH OF OFFICE OF TOWN MANAGER**

Mayor Johnson administered the Oath of Office as Town Manager of the Town of Big Stone Gap to Stephen Lawson.

**AGENDA ITEM 12
APPOINTMENT OF TOWN ATTORNEY FOR CIVIL MATTERS**

Mayor Johnson asked for Nomination to appoint the Town Attorney.

Motion by Hughes, seconded by Bailey, that Charles Bledsoe be appointed Town Attorney of the Town of Big Stone Gap for Civil Matters. Motion resulted as follows:

**Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None**

**AGENDA ITEM 13
SET DATE, TIME, AND LOCATION OF COUNCIL MEETINGS.**

a. Council Workshop

Mayor Johnson called for Motion and Second to set date, time, and location of Council Workshop Meetings.

Motion by Hughes, seconded by Lyke, that Council set the date, time, and location of the Council Workshop on the 1st Tuesday of each month, at 6:30 pm, at 505 East 5th Street South, Big Stone Gap, VA. Motion resulted as follows:

**Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None**

b. Regular Council Meeting

Mayor Johnson called for Motion and Second to set date, time, and location of Regular Council Meeting.

Motion by Hughes, seconded by Lyke, that Council set the date, time, and location of the Regular Council Meeting on the 2nd Tuesday of each month, at 6:30 pm, at 505 East 5th Street South, Big Stone Gap, VA. Motion resulted as follows:

Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None

AGENDA ITEM 14**RESOLUTION 01-2024 - SIGNATORY AUTHORITY**

Mayor Johnson called for Motion and Second for Resolution 01-2024 granting signatory authority to transact corporate business within the banks to Stephen Lawson – Town Manager, Amanda L. Hawkins – Town Clerk/Treasurer, and Gary P. Johnson – Mayor, and further requiring all banking business to contain two out of the three authorized signatures.

Motion by Hughes, seconded by Bailey, that Council approve Resolution 01-2024 granting signatory authority to transact corporate business within the banks to Stephen Lawson – Town Manager, Amanda L. Hawkins – Town Clerk/Treasurer, and Gary P. Johnson – Mayor, and further requiring all banking business to contain two out of the three authorized signatures. Motion resulted as follows:

Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None

AGENDA ITEM 15**RESOLUTION 02-2024 – ELECTRIC BANKING SIGNATORY AUTHORITY**

Mayor Johnson asked for Motion and Second for Resolution 02-2024 granting electric banking signatory allowing one signature of the three designated Town Officials authorized to conduct corporate business with banking institutions for any electronic banking transaction not to exceed \$250,000 for a single transaction.

Motion by Hughes, seconded by Lyke, that Council approve Resolution 02-2024 granting electric banking signatory allowing one signature of the three designated Town Officials authorized to conduct corporate business with banking institutions for any electronic banking transaction not to exceed \$250,000 for a single transaction. Motion resulted as follows:

Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None

**AGENDA ITEM 16
COUNCIL COMMENTS**

Councilman McKinney said he looks forward to working with everyone once again.

Councilwoman Lyke said she looks forward to working with everyone again also.

Councilman Hughes congratulated everyone and thanks to all employees and wished everyone a Merry Christmas and a Happy New Year.

Councilman Gilley wished everyone a Merry Christmas and a Happy New Year.

Vice-Mayor Bailey wished everyone a Merry Christmas and a Happy new Year and thanked everyone for their support.

Mayor Johnson thanked everyone for their support. He said everything is going great, we still have Mr. Lawson and Ms. Hawkins and Chief Hamm, and wants to keep things going that way.

**AGENDA ITEM 17
ADJOURNMENT**

Motion by Lyke, seconded by Bailey, that the meeting be adjourned. Motion resulted as follows:

Ayes: Bailey, Gilley, Hughes, Johnson, Lyke, McKinney
Nays: None Abstain: None Absent: None

Meeting adjourned 6:51 pm.

Minutes Recorded & Transcribed by
Amanda L. Hawkins – Town Clerk/Treasurer