

**WISE TOWN COUNCIL**  
**Monday, January 13, 2025; 7:00 P.M.**  
**WISE MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**501 WEST MAIN STREET - WISE, VIRGINIA 24293**

**ORGANIZATIONAL MEETING**

**Call to Order by Chair Pro-Tem:**

Town Clerk/Treasurer Sarina Collins, acting Chair Pro-Tem, called the organizational session to order.

**Roll Call:**

Sarina Collins, Town Clerk/Treasurer, called the roll with the following members present:

Caynor Smith, Jr.  
Laura Taylor  
Teresa Adkins  
Robin Dotson  
S. Duane Phillips

**Election of Mayor by Council (By Nomination):**

The Chair Pro-Tem opened the floor for nominations for the office of Mayor. Robin Dotson nominated Caynor Smith, Jr. for the office of Mayor for a period of two years with a second by Duane Phillips. There being no other nominations for the office of Mayor, the floor was closed. The roll was called for the appointment of Caynor Smith, Jr. for the office of Mayor:

Caynor Smith, Jr.	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

Sarina Collins announced that Caynor Smith, Jr. had been elected Mayor of the Town of Wise for a term of two years.

**Oath of Office of Mayor:**

Sarina Collins, Town Clerk/Treasurer, administered the Oath of Office to the Mayor elect, Caynor Smith, Jr. Collins congratulated Mayor Smith and passed him the gavel.

**Election of Vice-Mayor (By Nomination):**

Mayor Smith opened the floor for nominations for the office of Vice-Mayor. Duane Phillips nominated Laura Taylor for the office of Vice-Mayor for a term of two years. Robin Dotson seconded the nomination. There being no further nominations, the roll was called for the election of Laura Taylor to the office of Vice-Mayor:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

Laura Taylor was elected Vice-Mayor of the Town of Wise for a term of two years.

**Oath of Office for Vice-Mayor:**

Mayor Smith administered the Oath of Office to Vice-Mayor elect, Laura Taylor.

**Appointment of Town Manager:**

Laura Taylor made a motion to appoint Laura Roberts as Town Manager to serve at the will and pleasure of Town Council for a term of two years. Teresa Adkins seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Appointment of Town Clerk/Treasurer:**

Robin Dotson made a motion to appoint Sarina Collins as Town Clerk/Treasurer to serve at the will and pleasure of Town Council for a term of two years. Laura Taylor seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Appointment of Chief of Police:**

Laura Taylor made a motion to appoint Kevin Yates as the Chief of Police to serve at the will and pleasure of Town Council for a term of two years. Duane Phillips seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Appointment of Chief of Fire Department:**

Laura Taylor made a motion to appoint John “Jack” Mullins as the Chief of the Fire Department to serve at the will and pleasure of Town Council for a term of two years. Robin Dotson seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Appointment of Town Attorney for Civil Matters:**

Duane Phillips made a motion to appoint Leonard D. Rogers as Town Attorney for civil matters to serve at the will and pleasure of Town Council for a term of two years. Teresa Adkins seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Oath of Office for New Appointees:**

Mayor Smith administered the Oath of Office to the new appointees: Laura Roberts, Sarina Collins, Kevin Yates, John “Jack” Mullins, and Leonard Rogers.

**Establish Salary of Mayor and Council Members:**

Robin Dotson moved that the salary of the Mayor and Council members be set to \$300 per month for a period of two years. The motion reflected an increase of \$100 from the previously established rate of \$200 per month. Dotson stated that the current salary had not changed in many years and the increase was fair in comparison to the salaries of other local officials in the area. Laura Taylor agreed that the increase was reasonable, stating she had researched the salaries of other local officials in the area as well. Teresa Adkins seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**Resolution #1, 2025 - Establishing Date and Time of Regularly Scheduled Council Meetings:**

Laura Taylor moved to adopt "A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA PRESCRIBING THE FOURTH TUESDAY OF EACH MONTH AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE WISE MUNICIPAL BUILDING LOCATED AT 501 WEST MAIN STREET, FOR ALL FUTURE MEETINGS OF THE GOVERNING BODY ". Teresa Adkins seconded the motion and the vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**RESOLUTION #2, 2025:**

Mayor Smith informed that the January Council meeting needed to be rescheduled to Monday, January 27, 2025 at 7:00 P.M. due to scheduling conflicts for some Council members. Robin Dotson made a motion to adopt “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WISE, VIRGINIA CHANGING THE DATE OF THE JANUARY 2025 TOWN COUNCIL MEETING”. Teresa Adkins seconded the motion. The vote was recorded by roll call:

Caynor Smith, Jr., Mayor	“Aye”
Laura Taylor	“Aye”
Teresa Adkins	“Aye”
Robin Dotson	“Aye”
S. Duane Phillips	“Aye”

**COUNCIL COMMENT:**

Robin Dotson thanked Teresa Adkins for her prior service to the Town of Wise as Mayor and welcomed Caynor Smith, Jr. as the newly elected Mayor. He shared his enthusiasm for collaborating with Council in continuing to advance the Town’s progress. Dotson also congratulated all appointees and acknowledged their dedication and hard work.

Teresa Adkins stated that it had been a pleasure to serve as Mayor for the last four years. She welcomed Phillips and Taylor to Council.

Laura Taylor expressed her excitement to work with Council and staff.

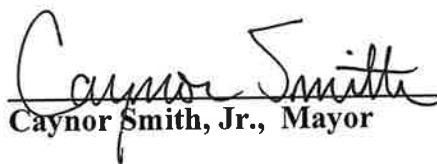
Duane Phillips stated he looked forward to working with Council in continuing to move the Town forward.

**STAFF COMMENT:**

Town appointees Laura Roberts, Sarina Collins, Kevin Yates, Jack Mullins, and Leonard Rogers thanked Council for the confidence placed in them.

**Adjournment of Organizational Meeting:**

There being no additional business to be discussed by the Wise Town Council, the meeting was adjourned on a motion made by Laura Taylor and a second by Duane Phillips.

  
Caynor Smith, Jr., Mayor

*The undersigned hereby certifies, to the best of her knowledge and belief, that the organizational meeting was convened in compliance with law including, but not limited to, the Town Charter and the Virginia Freedom of Information Act.*

  
Sarina F. Collins, Town Clerk/Treasurer