



Town of Mineral
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Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Edward Kube
Doswell Pierce
Roy McGehee
William Thomas
Ti-Lea Downing, Town Manager
Andrea Erard, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 7:00 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.

Town of Mineral Council Meeting
Monday, May 11, 2020
7:00pm

- COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Doswell Pierce and William Thomas
- TELECONFERENCE:** Andrea Erard; Town Attorney
- ABSENT:**
- STAFF MEMBERS:** Ti-Lea Downing; Town Manager, Mathilda Legacy; Assistant Town Clerk
- PUBLIC:** No public
- Public Comments:** No public comments

Public Hearing 2020/2021 Budget: Mayor Pam Harlowe opened Public Hearing for the 2020/2021 budget. There were no speakers. Mayor Pam Harlowe closed the Public Hearing for the 2020/2021 budget.

Mayor Pam Harlowe opened the Town Council meeting.

Adopt/Amend May 2020 Agenda:

Mr. Thomas made a motion to approve the May 2020 agenda as amended, seconded by Mr. Kube, motion passed with all in favor.

Approval of the March 2020 Minutes:

Mr. Kube made a motion to approve March 2020 minutes as amended, seconded by Mr. Jarvis, motion passed with all in favor.

Approval of the April 2020 Bills to be paid:

Mr. Thomas made a motion to approve the April 2020 bills to be paid as presented, seconded by Mr. Warlick, motion passed with all in favor.

Approval of the April 2020 Minutes:

Mr. Thomas made a motion to approve the April 2020 minutes as amended, seconded by Mr. Warlick, motion passed with all in favor.

Approval of the May 2020 Bills to be paid:

Mr. Warlick made a motion to approve the May 2020 bills to be paid as presented, seconded by Mr. Jarvis, motion passed 5-1-0, with Mr. Kube voting against.

Town Manager's Report: The Town Manager reported she had emailed DMV Richmond this morning asking for an update on the reopening of offices and was told there was no update at that time and has not heard any different at this time. The ordinance about digital signs states that all flashing on and off signs shall be prohibited. The Mayor checked on it and as she reads it, it is for permanent signs and not temporary signs. Mr. Pierce stated if you look at commercial and light commercial zoning which is a permanent ordinance, for signs you need to refer to article ten which states they are prohibited. The Town Attorney will get with the Town Manager and get an answer.

Town Attorney's Report: The Town Attorney reported she would like to follow up on waiving Real Estate penalties and interest, as well as the reopening of DMV and Town Office which she will discuss under old business.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Thomas reported that Farmers Market is open. Mayor Pam Harlowe stated that they had a very good opening weekend and they are utilizing the safe distancing protocol. There is also a hand sanitizing station set up. Mr. Kube said there was a good flow of people on the opening weekend.

Budget & Finance Committee: No report.

Building Committee: No report.

Cemetery Committee: Mr. Pierce stated he drove through the cemetery and it looks really nice.

Economic Development Committee: Mayor Pam Harlowe questioned if there was a new business coming to town. The Town Manager stated there was a convenience store/café slated to open up on June 1st by the Mineral Laundromat but because of the COVID19 virus she is unsure if this is still going to happen.

Personnel Committee: No report.

Planning Commission Committee: No report.

Police and Legal Matters Committee: No report.

Streets Committee: Mr. Warlick is waiting on Town Manager for some information on work to be done on storm water basin, by Dr. Thomas's residence. The Town Manager stated she would send an email to ask for updates, and she was also working on getting updates regarding the installation of a crosswalk. Mayor Pam Harlowe suggested waiting until things get back to normal before harassing VDOT for updates.

Water & Sewer Committee: Mr. Pierce reported a resident on Saint Frances Avenue is having sewer issues, and that it is not a town issue but he has been digging on VDOT rightaway property. Mr. Pierce told the resident to contact the Town Manager for a contact at VDOT if he wants to dig. Discussion followed. The Town Manager stated she spoke with the resident and he had contacted Miss Utility, he will have someone coming in to work on the line.

Old Business:

Budget Discussion: Mayor Pam Harlowe asked that knowing the way the economy is currently, if changes need to be made to the budget what would be the anticipated time needed to address those changes. She questioned if done after the money is appropriated because funds are not there, when it is decided that there are some things not in the operating budget. Mr. Pierce stated that they will be in budget they just wont be funded. The Town Attorney recommended that Council approve the budget in June 2020, but perhaps only appropriate for the first three months or six months of the new fiscal year. Mr. Thomas asked about the past due amounts on the account balances. The Town Manager stated that given the circumstances, we have maintained income and people have been paying their bills. The Town Manager has one large real estate bill that is looking to be settled in the coming month. Mayor Pam Harlowe pointed out the water bill past due amount is about the same as previous months.

Discussion of waiving penalties & interest on certain taxes:

Mayor Pam Harlowe asked if Council wanted to have a public hearing and ordinance changes in order to waive penalties and interest on real estate and personal property. Council decided to not waive penalties and interest on real estate and personal property.

Status of street closing for T Runnett & S Dodd:

The Town Manager stated she had messaged Tommy Runnett and told him that per the Town Attorney, his asking that the alley and a portion of the street behind Albemarle Ave. to be closed on behalf of S. Dodd was not sufficient, and that he would need to obtain a signed document, and they would also be responsible for the cost of advertising.

GIS/Post Office:

The Town Manager reported she contacted the Mineral Post Office as well as The Chill Stop **and** asked if he could put his correct address on his mailbox, which he did. Mayor Pam Harlowe asked if the mailbox could be moved from Mineral Avenue. The Town Manager stated there was no other location to move it to. Discussion followed.

BB&T:

Mr. Jarvis requested an update on the BB&T refund check that the Town Manager had put a stop payment on. The Town Attorney is still looking into the matter and she will get back to Council at a later date.

New Business:

Open date for Mineral Town & DMV offices/work area modifications needed:

Mayor Pam Harlowe stated that several towns are open, but not open to the public. The Town Attorney stated there is a ten person limit, which includes staff until June 10th. She also asked the Council to consider having hand sanitizer and face masks available to customers, which the Town Manager stated she had planned on doing that. The Town Manager has started working on plans to follow proper PPE procedures, and the ten person social distancing procedure, including making the restrooms unavailable. Mayor Pam Harlowe reported she had stopped by the Town Office earlier in the day to talk to the DMV staff and was told by them that they would feel more comfortable opening up when the other DMV offices open up, but she thinks it is they are more fearful of being bombarded with work and not so much fearful of COVID19. Mrs. Legacy clarified on behalf of the DMV staff and herself that an increased workload was not what was feared, but the concern was from increased exposure to the virus due to the reopening prior to the full service offices. Mr. Kube asked about the possibility of serving customers by appointment only. Mayor Pam Harlowe stated that would be tying up a clerk's time

when they could be waiting on customers. Discussion followed. The general consensus by Council is to reopen on June 1st, 2020, unless the Governor opens up sooner.

Town Park located within Town limits next to old Cemetery:

Mayor Pam Harlowe reported the Town owns an undeveloped park at the end of 2nd Street that joins the old Town cemetery. There is grant money available for park improvements and now that the Town no longer has Walton Park, she thinks it would be a good idea to fix the street and develop a park as it would be no cost to the Town. Mr. Warlick stated it was not a good location for a park. Mr. Pierce stated that years ago the Town cleaned that cemetery up, but no one maintained it.

Closed Session-2.2-3711(A)(1) for the discussion of the performance & compensation of a specific employee:

Mr. Warlick made a motion to go into closed session 2.2-3711(A)(1) for the discussion of the performance & compensation of a specific employee, seconded by Mr. Thomas.

Go back into open session:

Mr. Thomas made a motion to certify that only those matters that were identified in the motion to go into closed meeting were heard, discussed or considered, seconded by Mr. Warlick, motion passed with all in favor.

Certification that only what was announced was discussed

Ed Jarvis/Yes

Doswell Pierce/Yes

Roy McGehee/Yes

Edward Kube/Yes

Pam Harlowe/Yes

Michael Warlick/Yes

William Thomas/Yes

Adjourn:

Motion to adjourn the meeting was made by Mr. Jarvis, seconded by Mr. McGehee, motion passed with all in favor.