



Town of Mineral
Post Office Box 316
312 Mineral Avenue
Mineral, VA 23117
Phone 540-894-5100 Fax 540-894-4446
www.townofmineral.com email: mineral@louisiana.net

Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Edward Kube
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, November 2, 2020
7:00pm

COUNCIL MEMBERS:

Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, and William Thomas

PRESENT:

Andrea Erard; Town Attorney

TELECONFERENCE:

ABSENT:

STAFF MEMBERS:

Ti-Lea Downing; Town Manager Lisa Yates; Town Clerk

PUBLIC:

Tommy Runnett, Joseph Haney, Charlie Pence, Patryk Paradowski, Joe Ferguson

Public Comments:

No public comments

Adopt/Amend November 2020 Agenda:

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

Public hearing on appropriating COVID Cares monies to the budget:

Mayor Pam Harlowe opened public hearing.

No discussion

Mayor Pam Harlowe closed public hearing.

Meter presentation:

Charlie, Patryk and Joe of Fortiline answered questions and concerns the Council had regarding the Fortiline quote to install AMR/AMI meters in the Town of Mineral. The AMR system requires a drive by to get meter readings. The AMI uses a collector installed on the water tower that transmits meter readings directly to the office. The Trailer Park meters are in a concrete vault. The Town Maintenance will need to have the top made removable for meter replacement. There is a 18% difference which is \$22,000.00 between the AMR and the AMI systems. Ed Kube questioned what kind of improvement we might realize by replacing the meters. He stated there is a lot of water unaccounted for currently. Fortiline said there is a benefit of having ultrasonic meters as they have no moving parts, so there is nothing to wear out over time. Fortiline confirmed to Council that the \$114,000.00 quote was for the AMR system and the \$138,000.00 was for the AMI system. Because the upgrade from AMR to the AMI can be easily done at a later date the Town will start with the AMR system. The chosen meters will work with both systems. A converter plus labor is all that will be required to do a change..Ed Jarvis questioned the security issues with the system, as far as privacy of individuals. Fortiline confirmed that the information being transmitted is secure.

Mr. Thomas made a motion to approve the budget amendment resolution, seconded by Mr. Warlick motion passed with all in favor.

Mr. Thomas made a motion to get permits to get AMR meters ordered, seconded by Mr. Warlick, motion passed with all in favor.

Approval of the October 13, 2020 Minutes:

Mr. Kube made a motion to approve the October 13, 2020 minutes as amended seconded by Mr. Jarvis, motion passed with all in favor.

Approval of the September 28, 2020 Minutes:

Mr. Warlick made a motion to approve the September 28, 2020 minutes as presented seconded by Mr. Thomas, motion passed with all in favor.

Approval of the November 2020 Bills to be paid:

Mr. Thomas made a motion to approve the November 2020 bills to be paid as presented including the utilities not received yet, seconded by Mr. Jarvis , motion passed with all in favor.

Town Manager's Report: The Town Manager reported that she spoke with VDOT regarding last years resolution for work to be done on Piedmont Avenue and Albemarle Avenue which is incomplete due to VDOT running out of funding. Jamie Glass of VDOT confirmed to the Town Manager she could resubmit last years resolution this year. Mr. Kube questioned if Mike's Glass will be back to complete the DMV partition and the Town Manager reported the estimated time to get the glass needed to complete the project was October 28, 2020. The Town Manager confirmed the portable toilet was to be delivered in two days and that it is handicap accessible with a hand sanitizer station.

Town Attorney's Report: The Town Attorney reported that the BZA orders, as well as writ of special elections and the draft order have been submitted to the court and that the BZA Council recommended appointments as well.. She also reviewed the sign ordinance.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Kube reported he is talking with someone regarding the plot of flowers next to Luck Field and will have something soon, in regards to maintenance. The Town Manager confirmed to Mr. Warlick that the snowflakes will be installed November 25, 2020.

Budget & Finance Committee: Mr. Thomas reported he is working with the Town Manager in getting reconciled for the year.

Building Committee: Mr. Warlick confirmed the Hope Center accepted the new lease that it is effective this month and to have the Maintenance Department make sure there is heating oil in the tank.

Cemetery Committee: No report

Economic Development Committee: No report

Personnel Committee: No report.

Planning Commission Committee: No report.

Police and Legal Matters Committee: No report. Mr. Kube suggested when making budget transfers that earlier in January he requested \$2500.00 to be transferred if code enforcement things needed to be addressed such as cutting grass that there would be funds available to cover the cost. Discussion followed.

Streets Committee: Mr. Warlick reported he turned in a list of his concerns to the Town Manager.

Water & Sewer Committee: No report.

Old Business:

Job Description Maintenance Position: Mr. Kube, Personnel Committee member, presented to Council three revised maintenance job descriptions for approval which included Lead Maintenance Worker, Maintenance Worker and the Cemetery Groundskeeper. Discussion followed pertaining to changing/eliminating the existing Maintenance Supervisor position description due to proposed changes in responsibilities and the elimination of management responsibilities as well as full time or part time status of all these positions. It was agreed that the Lead Maintenance Worker would be filled immediately as a full time position and the other two could be either, but at the current time, both are part time positions. It was agreed to advertise for the new Lead Maintenance worker.

Mr. Thomas made a motion to approve the job descriptions as presented, seconded by Mr. Kube motion passed with all in favor.

Sign Ordinance Review: The Town Attorney commented that the ordinance will need more revisions as the supreme court said you cannot regulate signs based on their content. It was decided to wait until the December meeting to vote on this.

9th Street and Saint Frances Avenue: Mr. Kube would like to advise VDOT that we recognize the heavy rains this summer but the problem is not taken care of at 9th Street and Saint Frances Avenue, and it needs to be addressed by VDOT again as it is still a problem.

New Business:

DMV line hours: The Town Manager reported that the DMV clerks would like to cut the DMV line off at 3:00 pm instead of 4:00 pm as the clerks are not getting out of work until late and they are getting tired. Discussion followed.

Mr. Thomas made a motion to cut the DMV line off at 3:00 pm, Seconded by Mr. Warlick motion passed with all in favor.

Christmas Tree Lighting: Due to the pandemic the Christmas Tree Lighting ceremony will not take place this year. Mayor Pam Harlowe said instead of the monies spent on the refreshments the DMV staff will have lunch instead.

Adopt resolution to appropriate remainder of the budget for the 2020/2021 year:

Mr. Thomas made a motion to adopt resolution to appropriate remainder of the budget for the 2021 year, seconded by Mr. Jarvis motion passed with all in favor.

Mr. Jarvis made a motion to go into closed session 2.2-3711(A)(1) for the appointment of a member of council, seconded by Mr. Thomas, motion passed with all in favor.

Go back into open session:

Mr. Jarvis made a motion to go out of closed session, seconded by Mr. Kube, the motion passed with all in favor.

Certification that only what was announced was discussed

Ed Jarvis/Yes

Roy McGehee/Yes

Edward Kube/Yes

Pam Harlowe/Yes

Michael Warlick/Yes

William Thomas/Yes

Mr. Kube made a motion to appoint Tommy Runnett to the vacant council position seconded by Mr. McGehee, motion passed 2-0-3 with Mr. Kube and Mr. McGehee voting yes, 0 voting no and Mr. Warlick, Mr. Thomas and Mr. Jarvis abstaining.

Adjourn:

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