



Town of Mineral  
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Pam Harlowe, Mayor  
Michael Warlick, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGehee  
Thomas Runnett  
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, December 14, 2020  
7:00pm

**COUNCIL MEMBERS:**

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

**PRESENT:**

**TELECONFERENCE:**

Andrea Erard; Town Attorney

**ABSENT:**

**STAFF MEMBERS:**

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

**PUBLIC:**

Jim Snider, Joseph Haney

**Public Comments:**

No public comments

**Adopt/Amend December 2020 Agenda:**

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

**Approval of the November 2, 2020 Minutes:**

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

**Approval of the December 2020 Bills to be paid:**

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

**Town Manager's Report:** The Town Manager thanked the Council on behalf of the DMV staff for the lunch they enjoyed it. The Towns trash service Updike sent us a poinsettia arrangement for the Holidays which was appreciated. The Town Manager reported she has applied for a safety grant from our insurance company but hasn't heard back from them as of yet. Last year we applied for new street signs. This year will be to cover the cost of the pagers being used during COVID. Mr. Warlick asked about the removal of the Snowflakes along Mineral Avenue, which the Town Manager confirmed would be taken down the first week of January.

**Town Attorney's Report:** No report

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** No report

**Budget & Finance Committee:** Mr. Thomas reported that we received a lot more in revenue from the current COVID situation, and have exceeded the budgeted amount.

There was discussion had on what the protocol is when a new Council member is assigned to a committee and if they automatically become the chairperson if the person they are replacing was the chairperson. Discussion was had on the procedures that Council is currently following in regards to appointing Council members to committees.

**Building Committee:** No report

**Cemetery Committee:** Mr. Runnett reported he received compliments on the maintenance of the cemetery, and there was a group that came in that picked up trash on both sides of road from Pendelton Rd to the Dunnlore Inn.

**Economic Development Committee:** Mr. Jarvis reported that it is disappointing that no businesses have applied for the economic stimulus that has been offered. Mr. Runnett stated there was one business that has inquired about it, and he suggested that they talk to the Town Manager but he doesn't think that will take place.

**Personnel Committee:** Mr. Thomas reported there has been a readvertisement for the Maintenance position placed in the Central Virginian newspaper.

**Planning Commission Committee:** Mr. Snider reported the Planning Commission will be meeting next Monday to review the sign ordinance.

*Mr. Runnett made a motion to ask Tyler Cameron if he wanted to be on the Planning Commission seconded by Mr. Jarvis, motion passed with all in favor.*

**Police and Legal Matters Committee:** Mr. Kube reported there is a particular property that needs grass cut but the Council has never put any money in the budget to pay for the Town having to go out and cut it themselves.

*Mr. Kube made a motion to have Council authorize the Code Enforcement Officer(CEO) to obtain bids from at least three contractors with a scope of work of what needs to be done and to establish an approximate price for lot clearing of the lot she is currently involved with. Also, \$6000.00 was motioned to be transferred within the budget to the P&L Committee from a category recommended by the Town Manager for use as necessary for this lot clearing and others as necessary and if monies are left over in this account at the end of the year it would be returned. Action on the current lot involved with the CEO is not to proceed until Post Office receipt of Certified Letter notification is returned to the Town, seconded by Mr. Jarvis, motion passed with all in favor.*

**Streets Committee:** Mr. Warlick reported he turned in a list of his concerns to the Town Manager. VDOT has replaced the large covert pipe on 6<sup>th</sup> Street and Piedmont Avenue and will schedule to replace the one at 9<sup>th</sup> Street and St. Frances Avenue weather permitting.

**Water & Sewer Committee:** Mr. Runnett reported per Fortiline the meters have been delivered and installation was to start this morning, but due to the inclement weather they will start tomorrow. The pace of the installation will be determined once they get started, he is hopeful all the meters will be installed by January 1, 2021. It was discovered that there is only one part of the Fire House being metered which is the rescue squad portion, there will need to be a tap installed to meter all the water consumption. He believes this is where a lot of the missing water is coming from. Mayor Harlowe stated that Mr. Runnett was introduced as the Town representative to Fortiline.

**Old Business:**

**Additional Porta-potty:**

*Mr. Runnett made a motion to rent an additional porta-potty for the DMV customers, seconded by Mr. Warlick motion passed with all in favor.*

**New Business:**

**Meter replacement progress:** Mayor Pam Harlowe was anxious to see how many meters could be installed in a day but hopefully tomorrow she will have that answer.

**Food Truck:** Mr. Runnett confirmed that if the Council allows a food truck to be set up by the DMV office, everything will be taken home daily and sanitized, the owner is permitted and licensed in the state of Virginia as a mobile food vendor. The Town Manager spoke with VDOT and was told that the use of VDOT right of way or roadway is not allowed. The location that he parks it at will need to be owned by an individual. Discussion followed. If the truck is set up on Town property, the attorney suggested just giving the vendor a Business License for the remainder of the year.

**Sublease of old office:** The Town Manager reported that The Hope Church wants to sublease the building until they get back into the building in January. Mr. Kube questioned if there was a major event that happened such as fire or water damage who would be responsible for the damage, the person who subleased the building or the Town. The Town Attorney confirmed the tenant is responsible to the Town, then the tenant goes after the person he subleased to. The decision was made that there will be no subleasing, but if the current tenant lets someone else use the building, he is responsible not the town.

**COVID-19 Municipal Utility Relief Program Certification:** \$12,000.00 has been granted to the Town of Mineral for past due water and sewer payments, there is an application that needs to be filled out by the customer for back due amounts from March 2020 through December 2020. If the money is not used by January 29, 2021 it needs to be returned to the state.

**Inclement Weather Policy:**

*Mr. McGehee made a motion to follow the same procedure as the County for inclement weather, seconded by Mr. Jarvis, motion passed with all in favor.*

**Adjourn:**

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

