



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
May 10, 2021
7:00pm

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

PRESENT: Andrea Erard; Town Attorney

TELECONFERENCE:

ABSENT:

STAFF MEMBERS: Ti-Lea Austin; Town Manager, Lisa Yates; Town Clerk

PUBLIC: David Lawson, Tony Henshaw, James Snider and Joseph Haney

Mayor Pam Harlowe opened public hearing.

Public hearing Closing a portion of 8th Street : Mr. Snyder commented on his request to close Forest Ave to St. Frances, but would be more than happy to leave corner lot to neighbors. Per the Town Attorney this will need to be readvertised and another fee will be charged.

Mayor Pam Harlowe closed public hearing.

Mr. Kube made a motion that the request of the applicant be approved but only closing the street from Forest Avenue to Park Avenue and that the Town retain utility easement on the properties seconded by Mr. Warlick motion passed 4-1-1 with Mr. McGehee, Mr. Kube, Mr. Warlick and Mr. Thomas voting in favor, Mr. Runnett voting no and Mr. Jarvis abstaining.

Public hearing Closing a portion of 8th Street:

Mr. Kube made a motion to convey the undeveloped portion of 8th Street from Forest to Park that was vacated/abandoned by Ord 2021-03, to the adjoining property owners equally from the center line and that the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney and that every deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by, the Town of Mineral and that all property transfers should be completed no later than Dec. 31, 2021. Seconded by Mr. McGehee motion passed with all in favor.

Public hearing 2021/2022 Budget: Mayor requested the Town Manager review the budget as she was not at the previous meeting. The Town Manager reviewed the budget as requested. The Mayor stated she is uncomfortable counting on revenue that is not definite. The Town Manager stated that a budget is an estimation. The Mayor commented the budget increased and the biggest portion of that looks like it is in salaries.

Mayor Pam Harlowe opened the Public Hearing.

David Lawson commented that he creates budgets for a living, and it is hard to make one with a one year summary. He suggests looking at the history of the town over the last few years to establish what the true trend is. He also objected to \$180,000.00 in income over a projected \$12,000.00 income water and sewer connection fees. He requested more information on the Louisa County wastewater extreme expense.

Tony Henshaw posed a question to the Town Council and said the the Town had a good year with DMV revenue but next year if it is not as good then where is the money going to come from.

Mayor Pam Harlowe closed the Public Hearing.

Mr. Runnett answered David Lawsons concern on the wastewater extreme expense and that the Town surveyed water and sewer manholes and lined most of them but one of them is still in need of repair. Mr. Kube stated the majority of revenue is from water and sewer sales and DMV revenue and we are relying on large increases in that DMV revenue to support next year's budget, he is concerned of the sustainability of the revenues. The Town Attorney commented that the purpose of the public hearing was to hear from the public and receive their input she suggested based on the amount of discussion that has occurred another work session should be in order to discuss the budget in greater detail and approve the budget at the June meeting.

Mr. Kube made a motion to recess meeting until Wednesday at 7:00 pm May 12, 2021 to discuss the budget seconded by Mr. Jarvis motion passed with all in favor.

Adopt/Amend May 2021 Agenda:

Mr. Jarvis made a motion to approve the May 2021 agenda as amended, seconded by Mr. Kube, motion passed with all in favor.

Approval of the April 2021 Minutes:

Mr. Warlick made a motion to approve the April 2021 minutes as presented seconded by Mr. Runnett, motion passed with all in favor.

Approval of the May 2021 Bills to be paid:

Mr. Jarvis made a motion to approve the May 2021 bills to be paid as presented, seconded by Mr. Kube, motion passed with all in favor.

Town Manager's Report: In addition to the written report, the Town Manager has four plans for new homes on Spring Road that will be added to the water system. The Town Manager confirmed to the Mayor she received a draft audit report which she looked over and told the auditor that it looked good.

Town Attorney's Report: The Town Attorney reported that she appreciates having the opportunity and support the Mayor in having structured meetings and she just wants to make sure that we go through the agenda in an orderly way, so all Council members understand what is being voted on and what it means.

Standing Committee Reports:

Beautification/Anti-Litter Committee: No report

Budget & Finance Committee: To discuss later

Building Committee: Mr. Moore is back with his bible studies on Thursday's and is up to date on his lease.

Cemetery Committee: Mr. Runnett reported a meeting was held regarding work to be done at the cemetery and that the vendor is going to start work.

Economic Development Committee: No report

Personnel Committee: No report

Mr. Kube made a motion to close DMV line at 2:00 starting April 19th and reevaluate in May, also to ask Sheriff's Department to stop by occasionally, seconded by Mr. Thomas, motion passed with all in favor.

Planning Commission Committee: Mr. Snider reported that the Planning Commission Committee met last month and had a quorum and took information from lawyer, met on it discussed it and worked through it and sent a copy of what was done with zoning ordinance to Council.

Police and Legal Matters Committee: Tony Henshaw stated that he was reading some of the codes need to be updated, one code is restrictions on vehicles that aren't licensed or tagged and the different restrictions between private citizens and businesses.

Streets Committee: The Mayor commented that there will not be a parade this year. Mr. Runnett wanted to make sure no parking signs be put up during the street cleaning.

Water & Sewer Committee: Mr. Runnett reported that they have finished five of the six manhole repairs but the one on Piedmont Avenue between 5th and 6th Street can't be repaired at this time due to wet ground conditions. Saddles for the meters have come in from Fortiline and the Maintenance Department is making arrangements to install them. These include 3 residential meters, 2 commercial meters and one at the firehouse which is a indecible meter.

Old Business:

Zoning code change: The Town Attorney has revised the language of the ordinance to provide information that it states five times the floor area of the first floor. The Town Attorney will look at it some more make revisions and present at a later date.

Date Change for Real Estate and Personal Property taxes: Mr. Warlick questioned what was the reason that the Real Estate and Personal Property taxes was changed. The question before Council if they wanted to change back to May 1st. No one wanted to change it so an ad will be placed in the local paper.

Budget Discussion: Mr. Kube stated he would like to discuss the salary part of the budget and whether the motion made at April's meeting takes effect immediately or July 1st, 2021. A lengthy discussion was had on the intent of Mr. Jarvis's motion made regarding the \$15.00 per hour pay raise for all DMV clerks and all part time Maintenance positions. Mr. Kube stated that he voted against because he was having Robinson Farmer and Cox doing a pay scale. Mr. Jarvis would like to give notice that at the meeting on Wednesday May 12 he would like to modify the motion he made on April 22 related to the 15.00 increase to the DMV and part time workers and specifically what he would like to amend his motions to say is to make it clear that all DMV clerks present and new and part time workers as of July will make \$15.00 hour to start and these salaries will be further reviewed by council when the pay scale is reviewed from Robinson Farmer and Cox. Mr. Kube would like to give notice of his intent to discuss the possibility of rescinding the motion from April 22 increasing salaries for DMV clerks and part time maintenance workers to \$15.00. Mr. Jarvis would like to give notice on Wednesday he would like to make it clear the effective date of salary increases for the town clerk from \$14.47 to \$18.00 be effective July 1st. he would also like to clarify the town manager salary increase from \$48609.60 to \$62400.00 be effective July 1st and the salary increase for the part time maintenance worker \$20.00 to \$25.00 and cemetery part time worker from \$20.00 to \$22.00 on July 1st, Mr. Kube would like to give notice he would like to discuss the possibility of rescinding these actions.

New Business:

Recess:

Motion was made by Mr. Runnett to recess the meeting until 7:00 pm on the 12th of May, seconded by Mr. Jarvis , motion passed with all in favor.