



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGeHee
Tony Henshaw
David Lawson
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
TOWN COUNCIL MEETING
SPECIAL SESSION**

MINUTES

**Thursday, November 18, 2021
5:30 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Edward Kube, Roy McGehee, David Lawson, Ed Jarvis, Tom Runnett, Tony Henshaw

STAFF MEMBERS: Ron Chapman; Special Projects Coordinator/Planner, Rebecca Snyder; Acting Town Clerk/Treasurer

PUBLIC: James Snider

Town of Mineral Council Meeting

Mayor Harlowe called the meeting to order.
The Mayor opened the session with the Pledge of Allegiance.

Town Council was informed of the letter of resignation provided to Council by Town Manager, Ti-Lea Austin.

Motion was made by Mr. Lawson to accept Ti-Lea Austin’s letter of resignation from Town Manager. Seconded by Mr. McGehee. Motion was passed (5-1).

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

David Lawson – yes

Roy McGehee – yes

Ed Jarvis - no

Mr. Jarvis asked if anyone had met with Mrs. Austin and Mr. Lawson answered that she will come into the office on November 22, 2021.

Mr. Lawson discussed that the plan for the Town office is for the Mayor to continue with her responsibilities as Mayor, and as allowed for in the Town Code, will be Acting Town Manager until the position can be filled. The Town Clerk and DMV Supervisor will report to Mayor Harlowe.

Mr. Jarvis requested a timeline for filling the open positions of Town Manager and Town Clerk. Mr. Lawson responded that he will create a job posting as soon as possible

Mr. Lawson stated that Rebecca Snyder will work full time and will perform the Town Clerk duties.

Mr. Henshaw questioned if Rebecca is capable of the position, Mr. Lawson and Mayor Harlowe responded with yes.

Mr. Kube expressed his reservation of including DMV work with the town responsibilities for the Clerk/Treasurer role. Mr. Lawson suggested the DMV work and the Town work are to be kept separate. Mayor Harlowe is hopeful the new Town software will make the Clerk/Treasurer role more efficient, but Rebecca should keep up with the DMV skillset.

Mr. Runnett discussed the Lead Town Maintenance position, who should the maintenance staff report too and to whom they should take directions from.

Mr. Lawson spoke of the open DMV Clerk position, in which Mayor Harlowe said Shannon Hawkins has interviews lined up for Monday.

Mr. Lawson requested that Blake Potter train to support the Town Office.

Mr. Kube suggested that Ron Chapman, Rebecca Snyder, and Shannon Hawkins should report to Mayor Harlowe. The maintenance staff will be supported by Ron Chapman and Rebecca Snyder.

Mayor Harlowe said this will be a learning period, all staff has jumped in to fill in. Mr. Runnett agreed.

Motion made by Mr. Lawson for Rebecca Snyder to become the Acting Town Clerk/Treasurer and to remove the DMV responsibilities from her role. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Mr. Lawson suggested that Ron Chapman be the Zoning Administrator as well as FOIA Administrator.

Motion made by Mr. Runnett for Ron Chapman to be the Zoning Administrator and the FOIA Administrator. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Mr. Runnett recommended that Ron Chapman and Rebecca Snyder should be bonded. Mr. Lawson requested this get taken care of with the attorney on Monday.

Motion made Mr. Runnett for Shannon Hawkins to continue managing the DMV and to report to the Acting Manager/Mayor. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Mr. Lawson discussed the Maintenance staff's winter schedule and discussion was had concerning the tasks that can be completed during the colder season.

Mr. Kube stated that from January to April the maintenance staff are still employees and those that are not working on a set weekly schedule during this time will still be on call should a need arise. The Lead Maintenance position has not and cannot be assigned until the staff member has been talked too about the position.

Motion made by Mr. Runnett to adjourn the meeting. Seconded by Mayor Harlowe. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes