



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, February 10, 2020
7:00pm

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

ABSENT: None

STAFF MEMBERS: Ti-Lea Downing; Town Manager, Mathilda Legacy Assistant Town Clerk, Andrea Erard; Town Attorney

PUBLIC: Kathy O'Connell, Fred Cole, Joseph Haney, Jim Snider

Public Comments: Kathy O'Connell and Fred Cole spoke on behalf of the Census Bureau and the upcoming 2020 census.

Adopt/Amend Agenda:

Mr. Jarvis made a motion to approve the February 2020 agenda as presented, seconded by Vice Mayor Warlick, motion passed with all in favor.

Approval of the December 2019 Minutes:

Mr. Kube made a motion to approve December 2019 minutes as amended, seconded by Dr. Thomas, motion passed with all in favor.

Approval of the January 2020 Minutes:

The January 2020 Town Council Meeting Minutes will be amended and presented for review at the March 2020 Town Council meeting.

Approval of the February 2020 Bills to be paid:

Vice Mayor Warlick made a motion to approve the February bills to be paid as presented, seconded by Mr. Jarvis, motion passed with all in favor.

Town Manager's Report: In addition to the written report the Town Manager reported that the DMV mobile unit will be in Mineral on February 12, 2020. Mr. Kube asked for clarification on who owned the picnic tables that were taken from the Farmer's Market and brought to Walton Park. Ms. Downing confirmed the tables belonged to the town, and several picnic tables that are at Luck Field will be repaired by the Maintenance Department.

Town Attorney's Report: The Town Attorney reported that the deed to Walton Park has been recorded by now. Mayor Harlowe reported it has been signed. The Town Attorney reported she will be going to Circuit Court in Louisa with Mr. Morgan at the end of the month on the 26th. She has done some work on the solar panels, and met with Vice Mayor Warlick as well as Mr. Satterwite which he recommends that the town come up with some reasonable regulations as to the setback requirements and where the panels can and cannot be located. There has been a harassment complaint filed by a town employee and she will look into the voracity of the claims and assist the Town in taking appropriate measures as warranted.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Dr. Thomas reported that the Whitlock family estate will allow the Town of Mineral to use the property on Louisa Avenue for the Mineral Farmers Market again for the upcoming year. Mr. Kube added he submitted for budget consideration an extra \$2000.00 for additional snowflake decorations.

Budget & Finance Committee: Mr. Pierce reported the Budget and Finance Committee propose to move around some account balances, not authorizing any money to be spent. Need to get consensus from Council if anyone has objections.

Mr. Pierce made a motion for the Town Manager to be able to move funds between line items in current water and sewer budget to balance line items, seconded by Dr. Thomas, motion passed with all in favor.

Building Committee: Vice Mayor Warlick reported that the new DMV parking lot/public parking sign has been added, the four signs with the Council meeting time and day have been ordered. The humidifier placed in the old DMV office has been installed and has made a big difference dropping the humidity level from 90% to 45%, and the

work being done in the basement has made quite a difference. He is currently waiting on bids from painters for indoor and outdoor work. The agreement with The Hope Church for a new lease agreement has been accepted by Bishop Moore.

Cemetery Committee: Mr. Pierce stated that grass cutting season is getting close, and Lewis Keller is still willing to cut the grass at the cemetery. Mr. Pierce recommends we leave him doing the Cemetery grass cutting for now, and now that the maintenance department will not be cutting Walton Park they can cut the side streets like they should have been doing all along.

Mr. Pierce made a motion to leave in operation at the cemetery like it was this year and if we want to make any changes then we start next year to make them, motion was seconded by Dr. Thomas Mr. Pierce, Mr. McGehee, Dr. Thomas and Vice Mayor Warlick voted in favor. None against. Mr. Jarvis and Mr. Kube abstained.

Economic Development Committee: Mr. Jarvis reported Sparks Electric Company is in town. Mayor Harlowe wanted to know what is going on with the Family Dollar and why are they opening and closing at odd hours.

Personnel Committee: Dr. Thomas reported that he had a meeting last Monday with the Personnel Committee and there were some unresolved discussions and not ready to make a report at this time until something else is done, possibly a executive session or to have Town Manager follow up on some of the things for Personnel Committee.

Planning Commission: Mr. Jarvis stated that the Planning Commission did not want to rush into solar panel codes, the Planning Commission Chairman wanted to give it back to Town Council to do something because the individuals installing the panels are waiting on an answer. If there is nothing in code, it can't stop anyone from putting something up. The Town Attorney stated there has to be a permit of use and direction was needed on where to place and what setback would be. Suggestion was made to have a joint public hearing.

Police and Legal Matters Committee: Mayor Harlowe suggested we should get the Police and Legal Matters Committee to go out and see what codes are being broken and present it to the Town Manager and it will get the issues we have straight. The Town Attorney stated it can be done, but could potentially expose committee members to liability. Discussion followed.

Streets Committee: Vice Mayor Warlick stated VDOT made an attempt in front of the Mineral Mercantile building to try and make the drop down from the sidewalk to the road less. The Town Manager stated that VDOT is trying to come up with a solution.

Walton Park: Mr. Jarvis reported that he would like this committee be dissolved being it is now the Fire Department's jurisdiction and he would like to be appointed to either

Personnel and /or Police and Legal Matters Committee. Mayor Harlowe stated that as of tonight we will not need to discuss Walton Park further.

Water & Sewer Committee: Mr. Pierce reported he has gotten information from the Town Manager looking into different aspects about the starting of the sewer system, what needs to be done and what we can do. There are still some problems with pipes on Piedmont Avenue and Mr. Pierce will try to get funds in the new budget to make repairs. Mayor Harlowe stated the meter box at the corner of 7th and Mineral Avenue was destroyed and needed to be replaced. The Town Manager reported the maintenance department was currently working on fixing several meters around the town. Discussion followed.

Old Business:

Solar Panel Discussion: Vice Mayor Warlick suggested the Planning Commission put something together to be approved at the Public Hearing. James Snider stated the Planning Commission didn't want to put panels at the front of the house facing the road and couldn't write a code that would allow this site to get solar panels where they had them sited but couldn't come up with a good reason to refuse it either. The Town Attorney said if they allowed it, they would have to allow it for everyone else in the district.

Mr. Jarvis made a motion to advertise a joint public hearing with the Planning Commission at the March 9th Council meeting seconded by Vice Mayor Warlick, motion passed with all in favor.

Auditor Proposal Review:

Dr. Thomas made a motion to hire auditor Robinson, Farmer, Cox Associates, PLLC for \$10,000 seconded by Mr. Kube motion passed with all in favor.

Tree at Mexican Restaurant Discussion: Mayor Harlowe reported that Fred Byrd asked if we could cut down the tree at his property as it is interfering with the water lines and water meter.

Mr. McGehee made a motion to remove the tree at the Mexican Restaurant seconded by Mr. Kube motion passed with all in favor.

New Business:

Resolution of Support – LCWA:

Mr. Jarvis made a motion to support the LCWA resolution, seconded by Dr. Thomas motion passed with all in favor.

Census Bureau – Presentation by Kathy O’Connell: Kathy O’Connell spoke on behalf of the Census Bureau and how she wanted to pair up with the Town of Mineral to help with getting information out about the Census Bureau, and what can be done to encourage residents to respond to the census. In addition, Kathy reported there are jobs available and people are needed in the area to be census takers.

Closed Session: *Motion to go into closed meeting pursuant to Virginia code 2.2-3711(A)1 for the discussion of the performance of two specific employees was made by Mr. Jarvis seconded by Mr. Kube, motion passed with all in favor.*

Go back into open session:

Motion Made to go back into open session was made by Mr. Pierce seconded by Vice Mayor Warlick motion passed with all in favor.

Dr. 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. Jarvis.

Certification that only what was announced was discussed

Mayor Harlowe/Yes

Vice Mayor Warlick/Yes

Mr. Jarvis/Yes

Mr. Kube/Yes

Mr. McGehee/Yes

Mr. Pierce/Yes

Dr. Thomas/Yes

There was discussion regarding an employee who submitted a harassment claim.

Adjourn: *Motion to adjourn the meeting was made by Mr. McGehee seconded by Vice Mayor Warlick, motion passed with all in favor.*