



Town of Mineral
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Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Jessie Shupe
Doswell Pierce
Roy McGehee
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 January 14, 2019
7:00pm

COUNCIL MEMBERS:

Pam Harlowe Mayor; Mike Warlick Vice Mayor
Jessie Shupe, Ed Jarvis, Roy McGehee and William Thomas

ABSENT:

Doswell Pierce

STAFF MEMBERS:

Ti-Lea Downing; Interim Town Manager, Andrea Erard Town Attorney

PUBLIC:

Michael & Susan Groome, Duane Adams, and Joseph Haney with the Central Virginian,

Mayor Harlowe opened the public hearing for Walton Park rates.

There were no public comments.

Mayor Harlowe closed the public hearing

Mayor Harlowe opened the public hearing for closing of the alley .

There were no public comments.

Mayor Harlowe closed the public hearing

There were no public comments

Ed Jarvis made a motion to close the alley in Block 146 as specified in ordinance in 2-2018, William Thomas seconded the motion, motion passed with all in favor.

Mayor Harlowe opened the public hearing for conveyance of property of Block 146 To Mr. Michael and Susan Groome the property of the alley.

There were no public comments.

Mayor Harlowe closed the public hearing for conveyance of property of Block 146 to Mr. Michael and Susan Groome the property of the alley .

Motion made by William Thomas to convey the property to Mr. Michael and Susan Groome, seconded by Roy McGehee, motion passed with all in favor.

Adopt/Amend Agenda:

Under new business Ed Jarvis added Code of Ethics

Under new business Michael Warlick added discussion of moving collection date of taxes

William Thomas made a motion to approve the agenda as amended, seconded by Jessie Shupe, motion passed with all in favor.

Approval of the December Minutes: *William Thomas made a motion to approve the December minutes as amended seconded by, Jessie Shupe motion passed with all in favor. Roy McGehee abstained.*

Approval of the January 2019 Bills to be Paid: *Jessie Shupe made a motion to approve the January bills as presented, seconded by Ed Jarvis, motion passed with all in favor.*

Town Manager's Report: In addition to the written report that was included in the packets, The Interim Town Manager stated that there is an interested individual Elizabeth Bradford who would like to put a small community library at the Luck Field.

William Thomas made a motion to allow the construction of the small community library at the playground at Luckfield, seconded by Michael Warlick, motion passed with all in favor.

The Town Manager also reported that she had reached out to an appraiser to obtain a price to have Spring Grove Cemetery appraised. The cost for the appraisal for the cemetery would be \$15,000 and would take 45 days to complete. Due to the cost of the appraisal this is something the Council is not interested in.

Town Attorney's Report: The attorney gave a brief update on the Morgan case.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Jessie Shupe reported that the snowflakes have been removed by Harper Electric. He also stated that he had heard several compliments on the snowflakes. Mayor Harlowe asked if the container of the recyclables was actually taken to a recycling facility or was it taken to the landfill same as trash. The Interim Town Manager stated that she would reach out to Updike and verify, but it was her belief that it was taken to a recycling facility.

Budget & Finance Committee: No report

Building Committee: The existing top to the cleanout of the septic system at the old town has been damaged. Michael Warlick met with the maintenance staff and formulated a plan to repair this.

Cemetery Committee: No report

Economic Development Committee: Ed Jarvis spoke of the County's approval for the new smaller super business park. Discussion followed among Council.

Personnel Committee: Closed session.

Planning Commission Updates: The Planning Commission is prepared to revamp the zoning codes for the Town of Mineral.

Police: No report

Streets Committee: Michael Warlick reported that he had spoken with Jamie Glass concerning the work at 8th Street and Chestnut Avenue that Council was going to do. Jamie Glass reported that all gravel roads in the Town of Mineral will be tarred and chipped. VDOT is hoping to complete 8th Street and Chestnut Ave. when Walton Park entrance is paved.

Walton Park: Ed Jarvis reported that the park looks good.

Water & Sewer Committee: Discussion followed concerning the proposed replacements of meters in Town. The committee will meet and bring a recommendation to Council.

Old Business:

Walton Park Rates –

Ed Jarvis made a motion to adopt the rates as proposed in ordinance 3-2018 effective April 1, 2019 and to direct the Town Manager to implement and notify the citizens of

this rate structure, seconded by William Thomas, motion passed 4/1 with Roy McGehee voting against.

New Business:

Software – *Motion for the Town to purchase software for utility billing, accounting, software, and BPOL, for the annual amount of \$8,000 by William Thomas seconded by ED Jarvis, motion passed with all in favor.*

Troy & Banks – The Town had employed Troy & Banks in prior years to have them review utility billings to ensure that the Town Of Mineral was being charged properly.

Motion to continue working with Troy & Banks by William Thomas seconded by Michael Warlick, motion passed with all in favor.

Code of Ethics –

This document would be used to set standards for the actions and behavior of the Council. Once adopted all existing or new Council members would be bound by the Code even if the person does not sign the Code of Ethics.

Motion to adopt a Code of Ethics for the Town of Mineral Council to adhere to by William Thomas seconded by Jessie Shupe, motion passed with all in favor.

Moving Real Estate & personal property due date -

Discussion followed concerning the moving of the due dates for the Town real estate and personal property taxes. This will be discussed at the next Council meeting.

Motion made by Ed Jarvis to go into closed session for the purpose of discussing sale of real estate pursuant to VA Code 2.2-37 11 A3, award of bid for demolition pursuant to VA Code 2.2-37 11 A29 and personnel for hiring of Town Manager pursuant to VA Code 2.2-37 11 A1, seconded by Jessie Shupe, motion passed with all in favor.

Certification that only what was announced was discussed.

Ed Jarvis/ yes

William Thomas/ yes

Roy McGhee/ yes

Michael Warlick/ yes

Jessie Shupe/ yes

Pam Harlowe / yes

Motion made by Michael Warlick to hire Goodman LLC for the demolition of the property located next door, seconded by William Thomas, motion passed 4/1 with Jessie Shupe voting against.

Motion made by William Thomas to appoint Ti-Lea Downing as Town Manager seconded by Jessie Shupe motion passed 5/0.

Adjourn: *Motion to adjourn the meeting by Ed Jarvis seconded by William Thomas, motion passed with all in favor*