



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 February 11, 2019  
7:00pm

**COUNCIL MEMBERS:**

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

**ABSENT:**

**STAFF MEMBERS:**

Ti-Lea Downing;Town Manager, Lisa Yates;Town  
Clerk, Andrea Erard;Town Attorney

**PUBLIC:**

Patsy Hall & Elizabeth Fountain with Aflac

Patsy Hall member of the Church of Incarnation came before Council to present the Council with a check of \$200.00 to go towards the reception that the Town hosted following the Christmas tree lighting.

Elizabeth Fountain with Aflac came before Council to let them know that Council is offered Aflac thru the Town of Mineral. Aflac is pre-taxed, it is a requirement that each eligible employee be met with annually. Ms. Fountain completed folders for each Council member and they will be available after the meeting. Ms. Fountain gave a brief overview of what Aflac is and how it could be utilized by Council members.

**Adopt/Amend Agenda:**

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

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

**Approval of the January Minutes:** *Ed Jarvis made a motion to approve the January minutes as amended, seconded by Jessie Shupe, motion passed 4/1/1 with Roy McGhee voting no and Tex Pierce abstaining.*

**Approval of the February 2019 Bills to be Paid:** *Michael Warlick made a motion to approve the February bills as presented, seconded by Tex Pierce, motion passed with all in favor.*

**Town Manager's Report:** In addition to the written report that was included in the packets, The Town Manager reported that she has started employee evaluations and also that the new ice cream shop on Davis Highway is now open.

**Town Attorney's Report:** The Town attorney gave a brief update on the Morgan case and also reported that she has been working with the Town Manager on routine matters.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** William Thomas reported that April is beautification month. He also reported that the first Saturday in May is the opening day of the Farmer's Market and the annual town beautification festival will be held on that same day.

Jessie Shupe added that the Town Manger met with Roger Eitelman with Keep Virginia Beautiful, there was discussion of the Town of Mineral participating in the program very similar to adopt a highway. It is the Town Manager recommendation that the Town of Mineral participate in the program. The committee is in agreement and is recommending to Council that the Town of Mineral participate. Discussion followed.

**Budget & Finance Committee:** Tex Pierce reported that work has begun on the budget for the 2019/2020 budget year and if any committee would like funds they need to let the Town Manager know so it could be included in the budget.

**Building Committee:** The maintenance staff has poured a new concrete pad to be the cover for the septic at the old town office Michael Warlick reported. Mayor Harlowe reported that she attended the open house for the church that is now renting the old town office. Mayor Harlowe stated that it was well attended and she had a wonderful time. She encouraged all Council members to attend church service when they are able. The discussion followed on if there is an occupancy limit for that building. The Town Manager was instructed to obtain this number.

**Cemetery Committee:** The Town Attorney was instructed to draft a letter to be sent out to cemetery lot owners pertaining to the removal items on the grave for the grass cutting season.

**Economic Development Committee:** There will be a new salon opening in March on the corner of 1<sup>st</sup> Street & Mineral Avenue. Mayor Harlowe reported that BB&T and SunTrust will be merging. The BB&T located in Mineral will remain but the name will change.

**Personnel Committee:** Closed session.

**Planning Commission Updates:**

*Ed Jarvis made a motion to appoint John Ball and Andrea Mechling to the Mineral Town Planning Commission, seconded by Tex Pierce, motion passed with all in favor.*

**Police:** No report

**Streets Committee:** Michael Warlick reported that he had submitted a list of concerns in town to the Town Manager. He also reported that the railroad crossing has some settling of the asphalt on the crossing. The Town Manager will contact the railroad.

**Walton Park:** Ed Jarvis reported that the Town maintenance staff have been keeping up with the park needs. Ed Jarvis also noted that Louisa Parks and Recreation is in the works of possibly creating a park at the Betty Queen Center per an article that was in the Central Virginian.

**Water & Sewer Committee:** It is the Water & Sewer Committee's recommendation that the existing loan with USDA with an estimated balance of \$806,000 be refinanced thru VDH.

*Tex Pierce made a motion to have the Town Manager make application with VDH to refinance the existing water loan currently with USDA, seconded by William Thomas, motion passed with all in favor.*

It is the Water & Sewer Committee's recommendation that the Town of Mineral apply for funding thru VDH to replace all water meters in the Town, in the amount of \$225,000. This is the first step in upgrading the Town's water system.

*Tex Pierce made a motion to have the Town Manager make application with VDH in the amount of \$225,000 to replace the water meters, seconded by William Thomas motion passed with all in favor.*

Old Business:

**Change of tax due date:** Michael Warlick brought up the topic of possibly changing the tax due date for real estate and personal property. Michael Warlick stated that he felt that

this would be beneficial to the Town citizens, due to the County taxes due December and the holidays in December. Discussion followed by Council. This will be researched and brought back for further discussion.

New Business:

**Snow Blower:** Discussion followed pertaining to the different types of snow blowers and the needs of the Town.

*William Thomas made a motion to authorize the Town Manger to purchase a snow blower with the amount not to exceed \$1,000.00, seconded by Michael Warlick motion passed with 5/0/1 with Ed Jarvis abstaining.*

**Hydrant Meter:**

Discussion followed on the two quotes that the Town Manger had obtained. It was discussed and decided that this would be tabled until the next Council meeting.

**Fire Hydrant Inspection:**

The Town Manager had met with Chief Keith Greene and Deputy Chief Fire Operations Jonathan Apperson concerning the annual inspection of fire hydrants located in the Town of Mineral. This is a program that the Town of Louisa also participates in.

*William Thomas made a motion to have the fire hydrants inspected annually and to repair or replace the fire hydrants as needed, seconded by Tex Pierce motion passed with all in favor.*

*Motion made by Michael Warlick to go into closed session for the purpose of discussing sale of real estate pursuant to VA Code 2.2-37 11 A3, and personnel for review of Town Manager contract and the Town Clerk and Assistant Town Clerk position, 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 William Thomas approve the employee agreement for the Town Manager with the modifications as discussed seconded by Ed Jarvis, motion passed with all in favor.*

*Motion made by Jessie Shupe to appoint Lisa Yates as the Town Clerk/treasurer at the salary as decided by Council retroactive back to January 14, 2019 seconded by William Thomas motion passed 6/0.*

*Motion made by William Thomas to advertise for the hiring of fulltime assistant clerk, seconded by Michael Warlick, motion passed 5/1 with Roy McGehee voting against.*

*Motion made by Jessie Shupe to have the Town Manager and Town Clerk/Treasurer sign all checks, with the Town Mayor and Vice Mayor acting as back up signers, seconded by William Thomas motion passed 5/1 with Roy McGehee voting in the negative.*

**Adjourn:** *Motion to adjourn the meeting by Ed Jarvis seconded by Michael Warlick, motion passed with all in favor.*