



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 December 9, 2019  
7:00pm

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

**ABSENT:**

**STAFF MEMBERS:** Ti-Lea Downing; Town Manager, Lisa Yates; Town Clerk, Andrea Erard; Town Attorney

**PUBLIC:** Joseph Haney, Michelle Covert, Ed Jarvis, Tony Williams, Tony Henshaw, Jim Snyder, John Ball, Andrea Mechling

**Public Comments:** None

**Joint Public Hearing with Planning Commission ordinance setbacks for non-habitable structures:**

The Mayor called the meeting to order and established that a quorum was present.

The Mayor then recognized the Chairman of the Mineral Planning Commission and the Chairman called the Planning Commission to order and established that a quorum was present.

The Mayor opened the joint public hearing between the Mineral Planning Commission and the Mineral Town Council regarding the Ordinance pertaining to setback requirements for non-habitable structures.

There was no public comment.

The Mayor closed the joint public hearing.

Both the Planning Commission and the Town Council discussed the proposed Ordinance.

*Michelle Covert made a motion to recommend that the Mineral Town Council adopt the ordinance modifying setback regulations for non-habitable structures. Ed Jarvis seconded the motion. The motion carried unanimously.*

The Planning Commission adjourned its meeting.

There was discussion as to what was considered habitable and non-habitable structures. The Town Attorney revised the verbiage on the ordinance. Discussion followed.

*Ed Jarvis made a motion to approve the ordinance as amended, seconded by William Thomas, motion passed with all in favor.*

**Banning the Rental of Motorized Scooters for hire:**

The Mayor opened the Public Hearing.

*Michael Warlick made a motion to adopt as written the ordinance ban on motorized scooters, seconded by William Thomas all in favor with Ed Jarvis voting no.*

The Mayor closed the Public Hearing.

**2018/2019 Audit report:** In addition to reviewing the 2018/2019 audit report with the Council members, he approved of the schedule the Town office had checks and balances system, and would like to see the new accounting system fully implemented. Edward Kube questioned if the new May 1<sup>st</sup> tax due date will affect the cash flow which Steve Wunsch told him it would not. Steve Wunsch stated that he would no longer be auditing the Town of Mineral due to the changing State and Federal requirements set by the Auditors Association.

*Edward Kube made a motion to prepare a resolution of appreciation for Steve Wunsch's service to the Town as its auditor for 36 years, seconded by Ed Jarvis all in favor.*

**Adopt/Amend Agenda:**

*William Thomas made a motion to approve the agenda as presented, seconded by Ed Jarvis, motion passed with all in favor.*

**Approval of the November 2019 Minutes:** Edward Kube requested to amend the October minutes to reflect the correct names of Budgie Duke Jr. to Butch Duke, and to amend the Street Committee section in the November minutes.

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

**Approval of the December 2019 Bills to be paid:**

*Michael Warlick made a motion to approve the December bills to be paid as presented, seconded by William Thomas, motion passed with all in favor, with Edward Kube abstaining on one item, the payment of his mileage reimbursement.*

**Town Manager's Report:** In addition to the written report, the Town Manager reported the phone system has been upgraded as it was outdated. The DMV Connect will be in town on December 11, 2019. The Town Manager reported that it was suggested that each Council member get an email address provided by the Town instead of using their personal email. Discussion followed.

**Town Attorney's Report:** No report.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Edward Kube stated the Christmas tree lighting was well attended and had a good reception.

**Budget & Finance Committee:** Doswell Pierce suggested that the Town appoint a committee to find a new accountant. The Town Attorney reported that it is up to the Town Manager to get information together for the Council to select a new accountant.

**Building Committee:** Michael Warlick reported that in regards to the old DMV it is time to make sure water is off downstairs, and do yearly maintenance on filters. Pastor Moore will be contacted and asked to come up with a business plan for the future.

**Cemetery Committee:** The shrubs have not been trimmed at the Cemetery, but will be done.

**Economic Development Committee:** Ed Jarvis reported there was a ribbon cutting ceremony at Mineral Mercantile. The Board of Supervisors is in the midst of getting the budgets for the county.

**Personnel Committee:** William Thomas presented the Town Managers objectives and an organizational chart to Council. He reported the Personnel Committee met with the Town Manager a month ago to discuss her objectives and talked about the objectives as well as some general personnel objectives, and reviewed the organizational chart. Discussion followed.

*William Thomas made a motion to approve the organizational chart as amended with a \*2 to be added by the Town Attorney, seconded by Michael Warlick with all in favor.*

**Planning Commission:** Ed Jarvis reported he has no reports of any volunteers to join the Planning Committee. The Planning Commission will look at specific ordinances to see if anything needs to be updated.

**Police:** No report

**Streets Committee:** Michael Warlick turned a list into the Town Manager of some concerns, most streets are looking good. Snowflakes on telephone poles look good, Edward Kube questioned if we had plans to put up additional snowflakes on additional poles. Discussion followed.

**Walton Park:** Ed Jarvis reported the clean up of leaves has not been done. The Town Manager plans on getting them cleaned up soon, it has not been done yet due to the rainy weather.

**Water & Sewer Committee:** Ed Jarvis reported that the water and sewer costs have risen for the County and not sure how that will affect the Town. Doswell Pierce reported thinking about having a moratorium in reducing the connection fee for the sewer to try to get more citizens to hook up to the town sewer.

**Old Business:**

**Review of Town Manager Objectives:** This was discussed at Personnel Committee.

**Review of Organizational Chart:**

**Crosswalks:** Pam Harlowe questioned Council as to where they would like to put a crosswalk. Doswell Pierce suggested to put a crosswalk north of 4<sup>th</sup> street over to Virginia Community Bank. The Town Manager to contact VDOT with request.

**Resolution requesting VDOT to take portion of Piedmont Avenue and Albemarle Avenue into state system:**

*William Thomas made a motion to accept the resolution, seconded by Michael Warlick, motion passed with all in favor.*

**New Business:**

**Gun sanctuary resolution:** Ed Jarvis reported that the Louisa Board of Supervisors voted six in favor and one abstention to make Louisa County a gun sanctuary. Discussion followed.

*Ed Jarvis made a motion to approve a resolution that is identical to the one approved by Louisa County making the Town of Mineral a sanctuary town, seconded by William Thomas, motion passed with all in favor, with Doswell Pierce voting against.*

**Discussion of publishing agenda in The Central Virginian:** Pam Harlowe suggested putting on bulletin board and the website to save the cost every month of advertising in the newspaper. Edward Kube would like to advocate for putting a notice in the newspaper as it is transparency of letting the public know what is going to be discussed at the Council meetings.

*Edward Kube made a motion to approve that the town begin advertising their meetings in The Central Virginian newspaper similar to the nature of what the County Board of Supervisors advertisement is , seconded by Michael Warlick, with Doswell Pierce and William Thomas abstaining, Ed Jarvis and Edward Kube voting yes, Roy McGehee, Michael Warlick and Mayor Pam Harlowe voting no. Motion failed.*

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