



Town of Mineral  
Post Office Box 316  
312 Mineral Avenue  
Mineral, VA 23117  
Phone 540-894-5100 Fax 540-894-4446  
www.townofmineral.com email: mineral@louisiana.net

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, April 27, 2020  
7:00pm

**COUNCIL MEMBERS:**

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

**ABSENT:**

**STAFF MEMBERS:**

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

**PUBLIC:**

Joseph Haney

**Public Comments:** No public comments

Mayor Pam Harlowe called the meeting to order with Mr. Jarvis, Mr. McGehee, Vice Mayor Warlick, Ms. Downing and Mrs. Legacy present and Mr. Thomas, Mr. Kube, Ms. Erard and Mr. Pierce via teleconference.

The Mayor will not be following the Agenda

**Old Business**

The budget will be published as presented

Health insurance has already been taken care of unless changes need to be made at a later date.

### **New Business**

Discussion related to staff assignments/duties have already been reviewed.

### **Electronic Participation in Meetings Policy (Vote Required)**

*Mr. Jarvis made a motion for the Mineral Town Council to adopt electronic participation policy 2.2-3708.2 in Council meetings, seconded by Mr. Warlick motion passed with all in favor.*

### **Real Estate Taxes and Personal Property Taxes**

Mayor Pam Harlowe stated that town taxes are due on May 1<sup>st</sup> and asked if we need to waive penalties and interest and if so, what date would be the deadline date. The Town Attorney stated if the Town was to reduce penalties and interest an ordinance and a public hearing would be needed and that it could be done retroactively. The Town Attorney can prepare the ad and ordinance and the Town Council can adopt it and then have retroactive application back to the date that the taxes are due. Mr. Warlick stated that total Real Estate taxes due are in the amount of \$92,546.00 in which \$72,546.00 have already been collected. Personal Property taxes due are \$17,000.00 in which \$11,606.00 have already been paid. No action was taken to change due date or waive penalties and fines.

### **March 2020 Council Meeting Minutes**

Mayor Pam Harlowe is concerned about the amount of information being left out of the minutes and would like to discuss with council at a later date, on how much information council wants to include in the minutes.

### **DMV and Town Office Opening**

Mayor Pam Harlowe stated that the reopening of the DMV and Town Office reopening is dependent on the Governor and right now it is slated to open on May 11, 2020 unless hearing otherwise from the Governor or the DMV Commissioner.

### **Painting Contract**

Mr. Warlick stated there is still a painting contract which was approved a year ago and the contractor is not doing much painting at this time due to COVID19, Mayor Harlowe stated that it was not considered an emergency. Mr. Jarvis stated there were currently 41 cases of the COVID19 in Louisa County.

### **Budget**

Mr. Kube commented on the budget advertisement and that it has to be in the Central Virginian by this week. Mayor Harlowe stated that it was agreed to send it to the newspaper as presented and the Town Manager confirmed she was going to send it after the meeting has adjourned. Mr. Kube stated there should be a Public Hearing at the May Council meeting and at the June Council meeting the budget will be finalized and appropriate the monies, which Mr. Pierce confirmed. The Town Attorney questioned if all Council members have seen the advertisement and if they were alright with the numbers. She stated the numbers could be lower, but if numbers are higher it might need to be advertised again. Mr. Pierce stated the budget was presented to the Council at the March meeting and all Council members had a chance to review and ask questions, no one had questions so it was approved to advertise it as it was presented. Mr. Kube agreed with Mr. Pierce and stated he couldn't imagine the budget being greater and that it was bound to be less, and it can be discussed at the May meeting and acted upon at the June meeting. Mr. Jarvis questioned the painting of the Town Office and what decision was made. Mayor Harlowe confirmed that at the March Council meeting the vote was to paint the exterior first and because of the drop in the economy save \$10,000.00 for more important things to come. Mr. Warlick reported he was waiting on the general consensus to proceed with painting, Mr. Warlick added that last month DMV sales were \$246,000.00 and this month they are \$206,000.00 and that once the DMV reopens monies will increase. Mr. Kube stated he thinks a new motion should be made in order to grant more money.

***Mr. Jarvis made a motion to paint both the exterior and the interior of the Town Office, seconded by Mr. Pierce, motion passed 4-2-0.***

Mr. Pierce stated a citizen mentioned to him that the digital signs in town are a violation of the zoning ordinance and that we cannot expect the citizens to abide by the ordinances if the Town doesn't abide by them. The Town Manager was asked to look into the ordinance pertaining to digital signs.

***Mr. Jarvis made a motion to temporarily allow digital signs to stay up due to the current conditions, seconded by Mr. Thomas, motion passed 5-1-0.***

Mayor Harlowe reminded Council that the Mineral Farmers Market was this weekend.

Mr. Kube suggested getting John Ball to look into video conferencing and give his opinion on it.

**Adjourn: Motion to adjourn the meeting was made by Mayor Pam Harlowe, motion passed with all in favor.**

### Electronic Participation Policy

It is the policy of the Mineral Town Council that individual members of the Council may, with the approval of a quorum that is physically assembled, participate in meetings of the governing body by electronic communications means as permitted by Virginia Code § 2.2-3708.2.

A Council member who seeks to participate electronically must notify that the Mayor that:

1 – The member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance (medical condition or disability need not be identified); or

2 – The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to Virginia Code § 2.2-3708.2 is limited to each calendar year to two meetings.

If a participation by a member through electronic communication means is approved by a vote of the quorum that is physically assembled, the minutes will record the remote location from which the member participated. (The remote location need not be open to the public.)

If electronic participation is approved, the minutes must reflect that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If the member participates electronically because of a personal reason, the minutes must reflect the specific nature of the personal matter cited by the member.

Whenever an individual member participates from a remote location that is open to the public there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

#### Emergency Meetings (2.2-3708.2(A)(3):

Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assembly a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening the meeting shall:

1 – Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;

2 – Make arrangements for public access to such meeting;

The nature of the emergency, the fact that the meeting was held by electronic means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.

BILLS TO BE PAID APRIL 2020

Vendor	Account	Description	Amount
Aflac	Employee Insurance		
Allied	Repair/Maintenance W&S		\$513.28
Amazon	Office supplies	Meter covers, concrete	\$144.68
Anthem	Insurance	Pens, candy, batteries	\$209.99
Comcast	Internet		\$5386.00
Courtney Cleaning Service, Inc.	Office Cleaning		\$128.40
Commonwealth of Virginia	Water testing		\$300.00 ✓
Crystal Springs	Office Supplies	Water testing kits	\$60.75
DMV	Office Supplies	Water	\$79.07
Dominion	Electric-Water & Sewer /Walton Park/ General	DMV stops removed	\$50.00 ✓
Duke Oil	Gas		\$1567.11 ✓
Erard, Andrea G, Esq	Legal Fees	Gas	\$56.44 ✓
Fortiline	Repair/Maintenance W&S		\$1250.00 ✓
Google LLC Mountain View	Office supplies	Breeden job,	\$696.81 ✓
Louisa County Water Authority	County Water	E mail addresses and storage Council & Planning Commission	\$115.90
Louisa County Water Authority	County Waste Water	Usage 226900 gallons	\$1336.44 ✓
Louisa Hardware	Repair/Maintenance General	Usage 1062137 gallons	\$9421.16 ✓
Lumos	Internet Service	Tape, hooks for signs/ supplies for old DMV door install	\$89.26 ✓
Main Street Supply	Repair/Maintenance W&S	Internet Service	\$30.00 ✓
Mojohns	Walton Park	Shop keys, marking water & sewer	\$18.04 ✓
QS1/Smith Technologies	Office Supplies	Portable Toilet	\$49.00 ✓
Ricoh	Office Supplies	Software maintenance	\$631.00 ✓
Ricoh	Office Supplies	Copier rental	\$1004.73 ✓
Roto-Rooter	Repair/Maintenance W&S	Copier rental	\$239.26 ✓
REC	Electric/ water & sewer	201 Louisa Ave, sewer blockage	\$799.95 ✓
Sam's	Office Supplies		\$546.94 ✓
Staples	Office Supplies	Lysol, cleaner, paper towels	\$106.42
Studio490	Web Page Maintenance	Ink rollers, toner, envelopes, pens	\$321.86
The Central Virginian	Advertising	Web Page Maintenance	\$250.00 ✓
The Sourcing Group	Office Supplies	PH Ordinance 1-2020	\$215.86 ✓
Ti-Lea Downing	Mileage reimbursement/Insurance	RE and PP tax notices	\$632.77 ✓
Univar	Water testing		\$150.00 Paid
Updike	Trash Service	Water testing	\$500.00 ✓
USPS	Postage	Trash removal	\$2500.00 ✓
USTI	Office Supplies	Postage stamps	\$173.75
Verizon	Telephone	Telephone	\$.48 ✓
VITA	Telephone		\$475.29 ✓
Virginia Risk Sharing	Insurance	Telephone	\$8.48 ✓
Federal Tax Deposit	Payroll Taxes		\$7556.00 ✓
Virginia Dept Taxation	Payroll Taxes		\$2632.40 ✓
VUPS	Misc		\$393.97 ✓
VRS	VRS		\$13.65 ✓
<i>Prepared by: LKY</i>			\$796.31 ✓
		<b>TOTAL</b>	<b>\$41451.45</b>

**Cemetery:**

The grass season has started. The cemetery looks very nice, I encourage you drive by and view it. There have been a couple of headstone installations.

**Zoning Permits:**

*This request was approved after the solar panel ordinance was adopted by Council at the March meeting.* I have received an application to place solar panels at the Journey Home. Currently our Town Code does not include solar panels. This application has not been approved. I am awaiting Council's discussion of solar panels. The applicant is aware of the delay in the review process.

**Packet Explanations**

– The April agenda was not created by Town staff

**Tabs A-F are the regular monthly tabs.**

**Tab G – I did not receive any instructions as to what is needed nor was anything provided for me to include in the packet.**



**Ti-Lea Downing  
Town Manager  
Town of Mineral, Virginia**

**April 2020 Manager's report**

**General Items:**

I am still awaiting information pertaining to the requested crosswalk; this request was forwarded by Jamie Glass to the engineering department. Once I receive any information back I will forward it.

We had a conference call with the software company this week. It is our goal to use this time to work alongside the company to get the software setup as quickly as possible while the office is closed to the public. The implementation of the software for the Town has been a slower process than originally anticipated. The person assigned to our case left the company abruptly. The company has assured us that they will diligently work to have the system implemented as quickly as possible. We are hoping to have another telephone conference next week and hope to get the general ledger set up soon.

The office staff has been able to continue to work throughout the COVID-19 shut down. Our daily fleet company has continued to bring work, as have the mail in companies have continued to send in work. Several town projects such as the Town website, cemetery master list, and new software have been worked on.

A new business will be located in the Mineral Square – Yomi Convenience and Café. The owner was unsure of an opening date.

This past month has been one for the books. My time has been spent trying to maintain Town operations, while ensuring that the staff remains safe. These have always been my two biggest concerns prior to COVID 19. I have spent numerous hours on the phone, corresponding by email and many sleepless nights focusing on these two areas of concern. I feel that given the severity of the situation, the rate at which is happened, and all the unknowns pertaining to the pandemic, the Town has fared well. The employees have shown great dedication to the Town of Mineral and have worked to ensure that any work available is processed.

**Maintenance:**

A water leak on West Seventh Street has been repaired by Central Virginia Contractors.

A blockage caused by roots of the sewer lines under first street was discovered by Roto Rooter when the homeowner called them out. This section was not relined during the sewer project and should be added to the list of needed repairs. History shows that once the roots become an issue they will continue to do so. You will see the bill for this on the bills to be paid.