



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, August 10, 2020  
7:00pm

**COUNCIL MEMBERS:**

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

**STAFF MEMBERS:**

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

**PRESENT:**

Joseph Haney, Jim Snider and John Ball

**TELECONFERENCE:**

**ABSENT:**

**PUBLIC:**

**Public Comments:**

No public comments

**Adopt/Amend August 2020 Agenda:**

*Mr. Thomas made a motion to approve the August 2020 agenda as amended, seconded by Mr. Pierce, motion passed with all in favor.*

**Approval of the August 2020 Bills to be paid:**

*Mr. Thomas made a motion to approve the August 2020 bills to be paid as presented, seconded by Mr. Warlick, motion passed with all in favor.*

**Approval of the July 2020 Minutes:**

*Mr. Kube made a motion to approve the July 2020 minutes as amended, seconded by Mr. Pierce, motion passed with all in favor.*

**Town Manager's Report:** In addition to the Town Managers report, the Town Manager stated that the automatic faucets and soap dispensers have been installed in the restrooms. The DMV computers went down this afternoon so the clerks took the names of customers and told them to come back tomorrow and knock on the front door where they would be let in and they would be waited on. The Town Manager confirmed to Mr. Warlick that getting the customers the paperwork they needed before they enter the building speeds up the transactions a lot but the only thing is that it takes a clerk off the front line.

**Town Attorney's Report:** The Town Attorney reported that the Governor's executive order number 53 ordered the State Department of Labor and Industry to promulgate emergency regulations in terms of how workplaces need to operate during this virus. This executive order went into effect on July 27 and is the first of its kind in the country that carries a \$13,000.00 or more penalty for the first violation. There is a form on the website that can be filled out to report any violations and it will go straight to OSHA. There is a mandatory training video that employees will have to certify that they watched, which needs to be completed by August 27.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Mr. Kube reported that he and Mr. Thomas met to discuss what came up at the July Council Meeting pertaining to the planters. There are four planters at the signs at entryways into town, and a fifth at Luck Field. He would like volunteers to weed beds, work soil, plant flowers and water. Plants need only be planted once a year in the Spring. Flowers need to be sun loving plants. Money would come out of the budget, and will cost approximately \$25.00 in which the volunteer would then be reimbursed. Mr. Kube suggested that since the Luck Field location is such a large area, it would be a good idea to ask the Catholic Church, Little League, Mineral Farmer's Market or School Horticulture class to volunteer. Mr. Kube also mentioned that the concession stand at the field has graffiti all over it, and should be cleaned up. There should be some tree trimming done along the sidewalk at the Farmers Market area.

**Budget & Finance Committee:** Mr. Pierce stated that last years budget came out better than previously thought. General operating revenue was above what was budgeted, the cemetery fell a little short, and the water and sewer revenue was above what was

budgeted. The general operating expense was below budget, the cemetery expense was below budget and the water and sewer was above, but one line item in the expense column is the transferring of money to water and sewer reserve in the amount of \$25,000.00, which can be reduced.

**Building Committee:** No report

**Cemetery Committee:** Mr. Pierce stated Lewis Keller was at the cemetery doing some trimming and it is looking good. He stated that the cypress trees out front may need to be trimmed.

**Economic Development Committee:** Mr. Jarvis stated there is a new business in town, where the Stella Ice Cream shop used to be.

**Personnel Committee:** Closed session

**Planning Commission Committee:** Mr. Jarvis reported that Michelle Covert was supposed to be sending a letter to the Mayor and Town Council about resigning her position with the Planning Commission.

**Police and Legal Matters Committee:** No report.

**Streets Committee:** Mr. Warlick reported that a list of things that need to be done was turned into the Town Manager for VDOT, and he would like an update on Piedmont Avenue and the back part of Albemarle Avenue work to be done. Mr. Warlick mentioned that the streets had been swept but whoever mowed the towns lawn after the cleaning, blew the grass into the clean street.

**Water & Sewer Committee:** Mr. Pierce reported that there was an advertisement in the newspaper that Louisa County Water Authority is going up on their water rates in addition to adding a \$6.00 administration fee on each meter. Mr. Pierce stated he was looking into adjusting the Town of Minerals rates as the increase of the Louisa County rates will affect the Towns Rates.

**Old Business:**

**Sign ordinance:** Will be discussed at September meeting.

**Bollards:** Discussion was had on what the specifications were on the bollards and Mayor Pam Harlowe requested more information was needed on the specifications before continuing the discussion.

**Media/COVID cares expenditures:** Mr. John Ball presented a proposal for five options on the purchase of HP and Apple I pads for the Town Councils use. Discussion followed on what options would be best for the town. Mr. Ball will get more information and will coordinate back through the Town Manager.

**Update on railroad crossing repairs 1<sup>st</sup> Street:** The Town Manager reported the panel that is missing they do not plan on replacing and it is not causing an issue. The panel that is sticking up, they can put some cold patch down but they are not going to replace any of the panels.

**Wireless water meters:** Mr. Pierce reported he met with Suez and they will come out and install all new radio read meters, software, and training and guarantee them for 15 years. Financing will be for 5 years at no interest. For the first five years it will be \$8000.00 a month for the meters and the installation, then the last 10 years will be \$2500.00 a month. Mr. Pierce will get all the finance numbers together for discussion at the September Council Meeting and look into if the COVID care expenditure monies can be used for this purchase.

**New Business:**

**PPTRA rates 34.78%:**

*Mr. Pierce made a motion to adopt the PPTRA rate at 34.78%, seconded by Mr. Thomas, motion passed with all in favor.*

**Alley closing 811 Chestnut Avenue:**

*Mr. Pierce made a motion to have a public hearing for alley closing between lots 1,2,3, and 4, seconded by Mr. Warlick, motion passed with all in favor.*

**Growth at railroad crossing 1<sup>st</sup> Street:** Mayor Pam Harlowe reported that she is not sure if the railroad crossing arms work if there is no power. She received a complaint of a tree that has gotten so big it is hard to see if there is a train coming from the Louisa side, if we could limb it up it might help some.

*Mr. Warlick made a motion to go into closed session 2.2-3711(A)(1) for the discussion of the performance and compensation of a specific employee and to discuss the contract and performance of the Town Manager pursuant to VA code 2.2-3711(A)(8) per consultation with legal counsel regarding employment related legal issues, seconded by Mr. Thomas, motion passed with all in favor.*

**Go back into open session:**

*Mr. Jarvis made a motion to go out of closed session, seconded by Mr. Thomas, the motion passed with all in favor.*

*Certification that only what was announced was discussed*

*Ed Jarvis/Yes*

*Doswell Pierce/Yes*

*Roy McGehee/Yes*

*Edward Kube/Yes*

*Pam Harlowe/Yes*

*Michael Warlick/Yes*

*William Thomas/Yes*

**Adjourn:**

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