



## Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

[www.townofmineral.com](http://www.townofmineral.com)

[clerk@townofmineral.com](mailto:clerk@townofmineral.com)

### Town of Mineral Council Meeting Agenda

January 13, 2020

7:00PM

	Roll Call
	Pledge of Allegiance
	Public Comments
TAB A	Adopt/Amend Agenda
TAB B	Approval of December 9, 2019 Council Meeting Minutes
TAB C	Approval of January 2020 Bills to Be Paid
TAB D	Town Manager's Report
TAB E	Town Attorney's Report
	<b><u>Standing Committee Reports</u></b>
	Beautification/Anti-Litter Committee
	Budget & Finance Committee
	Building Committee
	Cemetery Committee
	Economic Development Committee
	Personnel Committee
	Planning Commission Updates
TAB F	Police & Legal Matters Committee
	Streets Committee
TAB G	Walton Park Committee
	Water & Sewer Committee
	<b><u>Old Business</u></b>
TAB H	RFP for town auditor
	<b><u>New Business</u></b>
TAB I	Resolution of appreciation for Wunsch
TAB J	Bishop Moore/Old building-proposal
TAB K	Mr. Kube's quarterly newsletter-discussion
TAB L	Solar Panels-request for direction
	<b><u>Closed Session</u></b>
	Virginia Code § 2.2-3711(A) (3)-Disposition of public property

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.

Pam Harlowe, Mayor · Michael Warlick, Vice-Mayor

Roy McGehee · Doswell Pierce · Edward Kube · William Thomas · Ed Jarvis Town Manager · Ti-Lea Downing, Treasurer/Clerk Lisa Yates  
Andrea Erard, Town Attorney

**BILLS TO BE PAID JANUARY 2020**

<b>Vendor</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
Advanced Auto	Repair/Maintenance General	Alternator for Town truck	\$135.83
Aflac	Employee Insurance		\$494.24
Amazon	Repair/Maintenance General	Brake Bleeder Kits	\$43.16
Anthem	Insurance		\$5386.00
Besley Implements	Repair/Maintenance General	#85188 glove	\$14.95
Central Virginia Contractors	Repair/Maintenance W&S	Water service tap @ w 8 <sup>th</sup> st and St Francis Ave.	\$1672.00
CEI	Office Supplies	Name plates	\$42.00
Comcast	Internet		\$126.9
Commonwealth of Virginia	Water Testing	Water testing kit	\$60.75
Courtney Cleaning Service, Inc.	Office Cleaning		\$300.00
Crystal Springs	Office Supplies	Water for office	\$58.99
Down Home Floral	Miscellaneous	Ribbon for Ribbon cutting	\$15.80
DMV	Office Supplies	DMV stops removed	\$100.00
Dominion	Electric-Water & Sewer /Walton Park/ General		\$1337.66
Ed Kube	Beautification	Storage Totes	\$12.61
Ed Kube	Beautification	Love and Town entry signs Christmas decorations	\$60.49
Erard, Andrea G, Esq	Legal Fees		\$1250.00
Fortiline	Repair/Maintenance W&S	Meter Setters	\$774.04
Harper Electric	Beautification	Install two snowflakes	\$250.00
Howard Loudin	Repair/Maintenance General	Cement curbs for parking lot	\$240.00
James A. Poore	Water Refund	Water Refund	\$88.54
JLTC Security Group	IT Support	IT Support, docking station	\$52.11
Keith Barker Concrete	Repair/Maintenance W&S	Prep & pour concrete 130 Louisa Ave, 410 Mineral Ave.	\$695.00
Louisa County Landfill	Landfill		\$148.77
Louisa County Public Schools	Fuel	Fuel	\$76.08
Louisa County Water Authority	County Water	Usage 111600 gallons	\$657.32
Louisa County Water Authority	County Waste Water	Usage 960046 gallons	\$8515.61
Louisa County Water Authority	Repair/Maintenance W&S	Water hook up @ 401 E Lee St & 8 <sup>th</sup> St.	\$2000.00
Louisa Hardware	Uniforms	Rain suite	\$19.52
Malwarebytes	Office Supplies	Malwarebytes	\$439.89
Oma J Fox	Water Refund	Water refund	\$8.00
Orange Madison Coop Farm Service	Beautification	Pointsettias	\$83.88
Pam Harlowe	Mileage Reimbursement	Mileage Reimbursement	\$150.00
QSI	Office Supplies	Software maintenance	\$463.00
Ricoh	Office Supplies	Copier rental	\$790.08
Ricoh	Office Supplies	Copier rental	\$104.77
REC	Electric/ water & sewer		\$500.35
Sam's	Office Supplies	Paper towels, post its, tape, staples	\$104.60
Studio490	Web Page Maintenance	Web Page Maintenance	\$200.00
Superior Business	Office Supplies	Laser checks	\$212.38
The Central Virginian	Advertising	Ordinance 7-2019, 8-2019, 8-2019	\$923.17
Ti-Lea Downing	Mileage/Insurance Reimbursement	Mileage/Insurance Reimbursement	\$150.00
Updike	Trash Service	Trash removal	\$2500.00
SPS	Postage	Spring Grove PO Box service fee 12 month	\$80.00
USPS	Postage	Postage stamps	\$330.00
Utility Service Company	Repair/Maintenance W&S	Well 4 Annual	\$7004.11

BILLS TO BE PAID JANUARY 2020

Verizon	Telephone		\$478.69	
VITA	Telephone	Telephone	\$11.60	
Federal Tax Deposit	Payroll Taxes		\$3317.33	
Virginia Dept Taxation	Payroll Taxes		\$502.46	
VUPS	Misc		\$42.00	
VRS	VRS		\$702.67	
William Pearson	Water deposit refund		\$53.00	
<i>Prepared by: LKY</i>		<b>TOTAL</b>	<b>\$18,007.21</b>	-



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

## **January 2020 Manager's report**

### **General Items:**

I have drafted a RFP for an auditor with the help of Mr. Wunsh a copy of that is in your packet.

I have worked with our IT support on moving all files to cloud storage and implementing new email addresses for everyone. If anyone still needs assistance with their devices pertaining to the new email address please let me know.

Dominion Energy worked quickly and efficiently to approve the placement of our last two snowflakes. All snowflakes are on the poles. It is my plan to leave the snowflakes up until towards the end of January. They were originally purchased with the idea of them being winter decorations and not just Christmas decorations.

The Christmas tree at the corner of 1<sup>st</sup> and Louisa Avenue has been removed along with the nativity scene.

Throughout the month I have had to step in and work the DMV side due to various reasons including but not limited to illness and higher customer volume – from December 9, 2019 to January 7<sup>th</sup> I have worked nine days and completed 317 transactions.

I have worked closely with VDOT on several areas of concern in Town. I am still awaiting information pertaining to the radar speed signs and the requested crosswalk.

### **Maintenance:**

The maintenance staff has placed strips and cement parking blocks at the lot next to the Town Office. I have also ordered permanent signs; once they are in they will be installed at the lot.

The staff has utilized this month to work on the town equipment, doing this work in-house is a tremendous savings to the budget line of repair/maintenance –general. An idea of a few of completed projects are listed below:

Replace the alternator on the dump truck and change the oil and filter. Town citizens utilize the service of the dump truck offered by the Town frequently.

A tire had to be removed, repaired and installed on the backhoe. The oil and filter has been replaced, along with the fuel filter, and the air filter assembly. The fittings have been greased.

The seals and hoses on the hedge trimmer's gas tank were replaced.

**Cemetery:**

The season is dwindling down for the grass cutting at the cemetery however we did some maintenance for preparation for the holiday season and removal of some leaves.

The maintenance staff has trimmed back the bushes at the columbarium.

**Walton Park:**

The Fire Department has worked on leaf removal.

A copy of the deed was sent out for everyone's review.

Included in your binders are the schedules for use of Walton Park for January and February. Please keep in mind that reservations sometimes are made only a few days in advance so these schedules may change throughout the months.

**Zoning Permits:**

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**

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

**Tab H – RPF for Town Auditor**

**Tab I – Resolution of appreciation for Mr. Wunsh**

**Tab J – Proposal provided by Bishop Moore**

**Tab K – Copy of Mr. Kube's newsletter**

**Tab L- Information and samples of ordinances pertaining to solar panel**

Town of Mineral  
December 2019

Mineral Ave

ACO call – 1  
Alarm-Burg-Commercial – 1  
Civil Paper Service – 4  
Disabled Vehicle – 1  
Disorder/Domestic-Physical – 1  
EMS call – 1  
Game-Hunting Complaint – 1  
Larceny – 4  
Suspicious Activity – 3  
Traffic Stop – 4

Piedmont Ave

ACO call – 1

Virginia Ave

Civil Paper Service – 1

Forest Ave

Civil Paper Service – 1

Louisa Ave

ATL – 2  
Civil Paper Service – 2  
Disabled Vehicle – 1  
EMS calls – 3  
MVC – No Injury – 1  
Traffic Stop – 6

Richmond Ave

911-Misdial – 1  
ATL – 1  
Civil Paper Service – 2  
Narcotics/Drug Complaint – 1  
Traffic Stop – 1

Albemarle Ave

Civil Paper Service – 1

East First St

Civil Paper Service – 1  
Disabled Vehicle – 2  
EMS calls – 4  
MVC-No Injury – 1  
Traffic Stop – 1

East Fifth St

911-Misdial – 1  
Civil Paper Service – 1  
EMS call – 1  
Fingerprint – 1

East Sixth St

Suspicious Activity – 1

East Eighth St

911-Hangup – 1

W Ninth St

BOLO – 1



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## Town of Mineral Request for Proposal – Auditor

1. Examine the Town of Mineral's financial records in accordance with Government Account Board (GASB) best-practice accounting principles and per the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the U.S.
2. Meet with the Town of Mineral's Town Manager, Town Clerk/Treasurer, Budget & Finance Committee and Town Council as necessary.
3. Prepare end-of-year Comprehensive Financial Report (CAFR) on a timely basis in accordance with state and loan requirements
4. Provide routine advice regarding proper accounting procedures.

Questions regarding the RFP or the service requested can be submitted to the Town Manager at [t Downing@townofmineral.net](mailto:t Downing@townofmineral.net).

Proposals are due on February 5, 2020 by 3:00 p.m. they can be submitted to the Town Manager by mail PO Box 316 Mineral, VA 23117 or hand delivery to 312 Mineral Avenue, Mineral VA 23117.



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**Pamela R. Harlowe, Mayor**  
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## Resolution of Appreciation

*WHEREAS, Stephen Wunsh has served as the Auditor for the Town of Mineral, and*

*WHEREAS, he has served as Town Auditor with diligence and dedication for 36 years, and*

*WHEREAS, he along with his staff have always worked closely with the Town in preparation of the Town financial documents, and*

*WHEREAS, he has always been professional and courteous, and*

*WHEREAS, he has shared his knowledge and wisdom of accounting practices with the staff and Town Council, and*

*WHEREAS, he has worked to help the Town of Mineral implement accounting practices and procedures that were important to the Town's growth.*

THEREFORE, be it resolved, by the Mineral Town Council that Mr. Wunsh's dedication to the Town of Mineral for the past 36 years is appreciated and will be greatly missed.

This resolution was adopted by the Mineral Town Council on January 13, 2020.

A Copy, Teste;

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Pamela Harlowe, Mayor  
Town of Mineral, Virginia



January 14, 2020

To: Town Council of Mineral, Virginia  
P.O. Box 316, 312 Mineral Ave.  
Mineral, Virginia 23117

From: The Hope Center  
Bishop J. Lewis Moore, II, Pastor  
102 East 1st Street  
Mineral, Virginia 23117

I greet you Honorable Mayor Pam Harlowe, Vice Mayor Michael Warlick and members of the Town Council of Mineral, Virginia in the Name of Jesus Christ, our risen Lord. May God's wisdom forever rest upon you as you continue to make decisions for the future and growth of the Town of Mineral, Virginia.

I have been asked to prepare another proposal for you in hopes of securing the future of our ministry. On behalf of The Hope Center, in Mineral, Virginia, I would like to thank you for the past assistance that you have given us, as we are in our formative years. The assistance of the Town of Mineral has afforded us the opportunity to accomplish so much for the community and the growing congregation. We wish to thank the Mayor for her continued encouragement and fundraising ideas. It is because of her that we have been able to do our fundraising effort at the Farmer's Market on Saturdays (when in season) selling Barbecue Sauce. It is from these proceeds that the church can sustain itself during times when donations on Sunday are very low. Please be advised: All proceeds of our Barbecue Sauce Sale goes to the following:

- Operational Expenses
- Building Upkeep
- Missions Work

The members would like to thank those of you on the council and the community who have come by the center and offered encouraging words and various acts of kindness. Though our membership is still small we are committed to continuing to making a big impact on our community.

- Pure Heart Laundromat Ministry
- Gas Give away
- School Supply Drive
- Thanksgiving Community Feeding
- Christmas Toy Drive

Humbly and Prayerfully submitted

Bishop J. Lewis Moore, II

Pastor, Hope Center Church

Town of Mineral Citizens and Neighbors,

December 19, 2019

As the newest Mineral Town Councilman, it is with great appreciation to you, the voters that recently supported and elected me, that I write my first quarterly newsletter, as I promised that I would do while campaigning door to door. My purpose in writing this newsletter is to help keep you better informed of significant completed Council actions, pending and potential future matters or issues as well as town events and announcements.

1) Walton Park - As you are aware, I was not in favor of Mineral Town Council's (MTC) initiative and its urgency to give away the 13.5 acre Town Park to the MVFD and I expressed my objections and concerns publicly to the Council as a private citizen at three different meetings, including the one public hearing Council conducted on October 15. Just three weeks before a new Council member would be selected during the Special Election of November 5. My closing remarks to MTC at the public hearing was, "I urge you to reconsider your decision to give away the park, because I believe if you do, this vote will be your legacy!" Shortly afterwards, the MTC voted 3-2-1 to give away Walton Park to the MVFD. Also included in the motion was that the Town would close the public well located in the Town Park and the proviso that the MVFD must offer the property back to the Town first, if MVFD ever decides it does not want to operate a park and wishes to dispose of the property. Voting for giving the park to MVFD were Council members Pierce, Keller and Warlick. Voting against were Thomas and McGehee. Jarvis abstained as he announced at that meeting that he had a conflict of interest, as he is an adjoining property owner of the park.

At the first MTC meeting that I attended after my election, I made a motion to rescind the vote to give MVFD the Town Park. I received no second to the motion so the motion failed. I followed with a second motion to require the MVFD to provide Council within 60 days with a written report on what improvements it intends to make to the park and to provide a report yearly to MTC of the actions it had taken for the past year and its plans for the next year. This motion was seconded by Dr. Thomas, but it also failed by a vote of 4-2 with Pierce, Jarvis, Warlick and McGehee voting against and Kube and Thomas voting for. No written plan of improvements has therefore been provided by the MVFD to the MTC or the Town citizens, to my knowledge, in exchange for the gift of the Town Public Park.

2) As I responded to the C.V. candidate's questionnaire, I believe the most important issue facing the town is a lack of transparency and open government. Therefore, I made the motion at the December 9th MTC meeting that we advertise in the C. V. a notice of the date, time and availability of the MTC agenda, similar to what the Louisa County Board of Supervisors and the Town of Louisa do for their meetings. My motion was narrowly defeated by a Council vote of 2-2-2. Voting for the advertising of the monthly MTC agenda were Kube and Jarvis. Voting against the motion were Warlick and McGehee. Abstaining were Pierce and Thomas. In a tie vote, the Mayor casts the deciding vote. Mayor Pam Harlowe cast her vote against the motion indicating her view that the Town could not afford to pay for the public advertising of its MTC agenda and that it would not improve public interest.

For further clarification, my constituent newsletter is funded by me and it is not intended to criticize or embarrass anyone. It is intended to inform, promote and encourage participation and involvement of Town of Mineral citizens in their Town government in order to make improvements to this community we live in.

In order to cut down on paper usage and to save on my personal costs for producing, copying, and distributing this newsletter, I encourage anyone that is interested to provide me your email address so that I can send you my quarterly newsletter by email, versus a hard copy. Please respond directly to me with your email address and I welcome any comments, opinions and questions.

Until the next newsletter, here's wishing you a very Merry Christmas and a Healthy and Prosperous New Year!!

Ed Kube  
Mineral Town Councilman  
edwardkubejr@gmail.com  
540-894-6412