



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, June 8, 2020  
7:00pm

- COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Doswell Pierce and William Thomas
- PRESENT:** Andrea Erard; Town Attorney, Jim Snyder, Tommy Runnett, Joseph Haney
- TELECONFERENCE:** Ed Jarvis
- ABSENT:**
- STAFF MEMBERS:** Ti-Lea Downing; Town Manager, Mathilda Legacy; Assistant Town Clerk
- PUBLIC:**
- Public Comments:** No public comments

Mayor Pam Harlowe opened the Town Council meeting.

**Adopt/Amend June 2020 Agenda:**

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

**Approval of the May 2020 Minutes:**

*Mr. Warlick made a motion to approve the May 2020 minutes as presented, seconded by Mr. Thomas, motion passed with all in favor.*

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

*Mr. Pierce made a motion to approve the June 2020 bills to be paid as presented, seconded by Mr. McGehee, motion passed with all in favor.*

**Town Manager's Report:** The Town Manager reported that she spoke with Hank with Central Virginia Contractors and he thinks he can add an extension on the pipe at the fire hydrant, we are currently waiting on VDOT to check to see if it is in the right of way or not. Mark Wood with VDOT has emailed the traffic engineer to see if ballards would be allowed. The Town Manager spoke with Chief Green who stated he saw nothing in the state code to show we could not put ballards up. The three water meter lids Mr. Kube said needed replacement have been replaced. Hank with Central Virginia Contractors will cap the valve on Fourth Street that Mr. Kube questioned.

**Town Attorney's Report:** The Town Attorney reported Virginia will be entering phase two starting June 10<sup>th</sup> and the 10 person gathering limit will be expanded to 50 people however, the six foot distancing requirement and mask requirement will remain in place. The Town Attorney reported that the COVID numbers look really good but fears a resurgence with the amount of gatherings recently taking place. The Town Manager has done a great job managing all the variables that everybody has had to confront throughout this pandemic. She recommends looking into virtual capability which she thinks is something we need to have, we need to work toward getting a screen if we need to have an all electronic meeting in the future. The Town Attorney reported she drove by Mr. Morgan's property and noticed the grass is being maintained, but two houses on St. Cecilia Avenue have big trees in them, she has no idea how much it would cost to address, but they look bad. Mr. Pierce added that anytime you are thinking about trees on houses and the Town doing something about it, you are not going to sell the lot and recoup your money. Discussion followed.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Mr. Kube reported the committee will be looking at areas around the Town signs as well as next to the ball park and dress them up to make the areas look more pleasant. He would like to get people to adopt the areas, the town would buy the flowers and the people can do the weeding, watering and planting at

the five locations. The Town would provide the plants for the volunteer adoptees to do the plantings. Mr. Kube will adopt Mineral Avenue, Mr. Thomas will adopt Louisa Avenue and Mr. Warlick will adopt First Street.

**Budget & Finance Committee:**

*Mr. Pierce made a motion to approve salary raises as of July 1<sup>st</sup>, 2020, seconded by Mr. Thomas, motion passed 4-2-0 with Mr. McGehee and Mr. Kube voting against.*

**Building Committee:** Mr. Warlick reported the Town Manager had reported the power washing on the outside of the building is complete. Mayor Pam Harlowe commented that the plexiglass Mr. Warlick built looks really good. Mr. Warlick stated the work done was nothing to do with the Building Committee.

**Cemetery Committee:** Mr. Pierce stated grass has been cut and the grass is starting to slow down a little bit.

**Economic Development Committee:** No report.

**Personnel Committee:** Closed session

**Planning Commission Committee:** No report.

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

**Streets Committee:** Mr. Warlick reported he turned in a list of concerns to the Town Manager. In addition, VDOT has a list of some outstanding issues which they will get to when they can.

**Water & Sewer Committee:** Mr. Pierce reported the fire hydrant by Millers Market was hit by a vehicle again and that the isolating valve that was installed last time it may have lessened the damage this time.

**Old Business:**

**Approve and appropriate budget 2020/2021:**

*Mr. Pierce made a motion to approve the budget resolution in the amount of \$434,365.45 as presented by the Town Attorney, seconded by Mr. Thomas, motion passed with all in favor.*

**Flashing sign ordinance:** Mr. Thomas stated if the ordinance stays as is, people are in violation and what is to be done about that. Mayor Harlowe stated a motion was made at a previous meeting to waive the ordinance because of the current pandemic. Mr. Kube stated he liked what the Town Attorney presented and in the long run the ordinance

should provide temporary situations, maybe up to 60 days and that there should be a distinction between permanent and temporary. Discussion followed. The Mayor suggested the Planning Commission come up with recommendations on how to allow the use of the signs.

***Mr. Pierce made a motion to leave flashing sign zoning ordinance as it is, seconded by Mr. Warlick, motion failed 3-4 with Mr. Pierce, Mr. Jarvis and Dr. Thomas voting for, and Mr McGehee, Mr. Warlick Mr. Kube and Mayor Harlowe voting against.***

**BB&T check payment:** Mayor Pam Harlowe stated that the amount of monies owed to BB&T was legitimate therefore we need to pay them. The Town Attorney confirmed this amount was without interest.

**Runnett and Dodd street alley closing:** Mr. Runnett presented papers showing the alley had been closed by council. Mr. Runnett will have a deed drawn up and the Town Attorney will review it. Discussion followed.

**Fire Hydrant:** Mr. Warlick measured the distance of Mineral Avenue to find that the road is 60 feet and that the hydrant was only three feet inside the curb. The hydrant can be moved back no more than seven feet from the curb without getting into the sidewalk. Bollards would not work well with the soft soil from digging.

***Mr. Pierce made a motion to move the fire hydrant back 7 feet and if VDOT gives the ok, will proceed with putting ballasts up, seconded by Mr. Thomas, motion passed with all in favor.***

**Covid 19 Employee/Customer Glass Buffer with Speaker Holes:**

Mr. Pierce stated if the enclosure was to go all the way to the ceiling, it would change the airflow, Mayor Harlowe agreed and it was discussed with Mikes Glass and Mirror, when they came in to look at the project. The Town Manager has a call into Wayne's Heating and Air regarding adding equipment to the current system which would purify the air.

***Mr. Kube made a motion to install a 48 inch permanent enclosure with speaker holes, seconded by Mr. Pierce, motion passed with all in favor.***

**New Business:**

**Cares certification:**

***Mr. Warlick made a motion to authorize the Town Manager to sign the Care certification, seconded by Mr. Thomas, motion passed with all in favor.***

Mr. Kube suggested that before the next council meeting, everyone come up with more ideas so they could prioritize on how to adequately and properly use the money for covid improvements. Discussion followed on upgrading teleconferencing methods and options.

**Main Street Plumbing alley closing:** Main Street Plumbing wrote to request the alley located between West 4<sup>th</sup> Street and West 5<sup>th</sup> Street be closed.

*Mr. Warlick made a motion to have a public hearing to close alley behind Main Street Plumbing, seconded by Mr. Thomas, motion passed with all in favor.*

**Howard Loudin alley closing:** Howard Loudin wrote to request the alley between East 3<sup>rd</sup> Street and East 4<sup>th</sup> Street be closed.

*Mr. McGehee made a motion to have a public hearing to close the alley by Howard Loudin, seconded by Mr. Kube, motion passed with all in favor.*

*Mr. Jarvis made a motion to go into closed session 2.2-3711(A)(1) for the performance & compensation of a specific employee and the performance of another specific employee and pursuant to Virginia code section 2.2-3711A8 for consultation with legal council regarding employment related legal issues involving two specific employees, seconded by Mr. Thomas, motion passed with all in favor.*

**Go back into open session:**

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

*Certification that only what was announced was discussed*

*Ed Jarvis/Yes*

*Doswell Pierce/No*

*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. Thomas, motion passed with all in favor.*

