



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@louisa.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, March 9, 2020
7:00pm

COUNCIL MEMBERS: Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Doswell Pierce and William Thomas

ABSENT: Mayor Pam Harlowe

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

PUBLIC: Joseph Haney with The Central Virginian

PLANNING COMMISSION: John Ball, Jim Snyder, Tony Henshaw, George Von Arb

Planning Commission Joint Public Hearing: Town Attorney opened Planning Commission joint public hearing. No public comments. Town Attorney closed public hearing.

Mr. Jarvis made a motion to recommend approval of the solar ordinance as presented, seconded by George Von Arb, motion passed with all in favor.

Planning Commission adjourned.

Vice Mayor Michael Warlick opened the Town Council meeting.

Public Comments: No public comments

Adopt/Amend March 2020 Agenda:

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

Approval of the January 2020 Minutes:

Dr. Thomas made a motion to approve January 2020 minutes as amended, seconded by Mr. Kube, motion passed with all in favor.

Approval of the February 2020 Minutes and March 2020 Bills to be paid:

Mr. McGehee made a motion to approve the February 2020 minutes as amended and March bills to be paid as presented, seconded by Mr. Kube, motion passed with all in favor.

Town Manager's Report: In addition to the written report the Town Manager confirmed the tree at the Sabor Mexico location has been cut down and the stump will be removed shortly.

Town Attorney's Report: The Town Attorney reported that she went to court with Mr. Morgan who was contesting, she was unsure what he was contesting but the town won. Mr. Morgan wants to revive his earlier dispute about zoning. The court will take it under advisement and render a decision later. Discussion followed regarding the cleaning up of derelict properties in town and what costs the town would incur in doing so.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Kube requested \$2,000.00 for the committee but money was not included in next year's budget. Mr. Kube reported no action taking place presently.

Budget & Finance Committee: Mr. Pierce reported this will be discussed under new business.

Building Committee: Vice Mayor Warlick reported that Bishop Moore with The Hope Church has been honoring his new rental agreement to date. The Maintenance Department installed a new door downstairs at the old Town Hall building and the new council meeting signs have been installed on the welcome to Mineral signs.

Cemetery Committee: Mr. Pierce stated that grass cutting at the cemetery will probably start by the end of the month. A part time cemetery caretaker position already exists and a job description is currently being developed for it. Discussion followed.

Economic Development Committee: No report.

Personnel Committee: Dr. Thomas reported that we only have one maintenance man and the committee is in discussions of what is going to be done in the future and what are the needs and will have a report available later. Mr. Kube reported we should have a job description for the cemetery grounds keeper, because there is a difference between the current approved

Maintenance Laborer(part time) position and the proposed new town position of Cemetery Grounds Keeper (part time). It is proposed to modify the title of the Maintenance Laborer (part time position) and to approve creation of a new Cemetery Grounds Keeper (part time) position as the duties and responsibilities differ. The Personnel Committee will return with proposed job descriptions for Council approval at a later meeting. Discussion followed.

Planning Commission Committee: Mr. Jarvis stated that there are still a few emails needed for the committee and is working with Town Manager to get them. The committee is working on a few ordinances currently. Jim Snyder is now acting chairperson for the next couple of months.

Police and Legal Matters Committee: Mr. Kube reported he requested funding for code conflicts such as cutting and clearing lots in which the town would be reimbursed by property owner, but he did not receive any funds. The Town Attorney discussed implementing a real estate abatement program, but it would be a challenge collecting the civil penalty. Discussion followed.

Streets Committee: Vice Mayor Warlick stated VDOT has taken care of everything on the list that was sent to them, and that they are scheduled to tar and chip Albemarle Avenue and Saint Mary's Avenue this summer.

Water & Sewer Committee: Mr. Pierce reported there are two pipes in town that are severed which is allowing water into the sewer system and the town will try to fix it in the next budget. Mr. Jarvis stated he attended the monthly Louisa Water Authority meeting and rates will be going up July 1st, 2020.

Old Business:

Solar Panel Ordinance: Mr. Pierce stated if solar panels will be going on Mineral Avenue, or Louisa Avenue he would like to see that panels be on the roof of the structure and not in the yard. Discussion followed.

Dr. Thomas made a motion to adopt the ordinance for the solar panels as presented, seconded by Mr. Kube, motion passed with all in favor.

Census Bureau: Mr. Kube stated he wanted to put information in the town water bills and on the website to share information with the town that there are jobs available if they are interested, and that you could also go online to fill out your information.

New Business:

GIS/Post Office: Mr. Kube reported there are two locations in town that are using the same address, 101 Mineral Avenue, and mail and parcel deliveries are getting delivered to the incorrect location. Google Maps is also incorrect as it reports addresses 0-199 Mineral Avenue from the old town limits to the traffic light as Piedmont Avenue. This causes confusion on GPS

systems when drivers and delivery services try to locate residents and businesses from 0-199 Mineral Avenue. The Town was requested to research and address correcting both of these issues.

2020/2021 Budget Presentation: Mr. Pierce reported the major things that affected the budget was a 60% increase in audit fees and over 600% increase in landfill fees. Mr. Pierce stated there was no money allocated for any mileage expense except for the Town Manager and the Mayor. No water, tax rates or fees in town are changing under this budget. Water and sewer rates may be changing in the future.

Dr. Thomas made a motion to write a check to BB&T for overpayment of Bank Tax payment as billed to the Town by the Department of Taxation in the amount of \$21,255.00, seconded by Mr. Jarvis, motion passed with all in favor.

Vice Mayor Warlick stated there were three contractors that submitted pricing for the interior/exterior painting of the Town Office. Discussion followed as to what work would be done and if the interior or exterior should be done first. Mr. Kube stated he was not included on the painting of the Town Office and he is on the committee, he has seen nothing or discussed nothing so he will vote against.

Mr. Pierce made a motion to paint the exterior of the Town Office now under the current budget, seconded by Mr. Jarvis, motion passed 5-1 with Mr. Kube voting against.

Mr. Pierce made a motion to authorize the Town Manager to advertise the proposed 2020/2021 budget as presented, seconded by Dr. Thomas. Motion passed with all in favor.

Employees Health Insurance Renewal: Dr. Thomas stated he would be in favor of this to help employees pay other bills.

Dr. Thomas made a motion to carry the health insurance into the new year with the new proposed rate, seconded by Mr. McGehee, motion passed with all in favor.

Tommy Runnett Alleyway closing behind Albemarle Ave: Ed Jarvis curious about Town Council approving the PUD and the certain alleyways and buffers that were put in. This will be addressed at April Council Meeting

Adjourn: ***Motion to adjourn the meeting was made by Mr. Kube, seconded by Mr. McGehee. Motion passed with all in favor.***

BILLS TO BE PAID MARCH 2020

Vendor	Account	Description	Amount
Asac Solomon	Employee Insurance		\$465.68
Anthem	Water deposit refund	Water deposit refund	\$60.00
Besley Implements	Insurance		\$5386.00
Comcast	Repair/Maintenance General	Safety Glasses	\$25.90
	Internet		\$128.40
Courtney Cleaning Service, Inc.	Office Cleaning		\$300.00
DMV	Office Supplies	DMV stops removed	\$75.00
Dominion	Electric-Water & Sewer /Walton Park/ General		\$1390.81
Duke Oil	Gas	Gas	\$140.93
Erard, Andrea G, Esq	Legal Fees		\$1250.00
Google LLC Mountain View	Office supplies	E mail addresses and storage	\$101.80
Hach	Repair/Maintenance W&S	Water testing	\$192.31
Lake Anna Security	Repair/Maintenance General	Alarm monitoring services	\$251.40
LKA Signs & Designs	Repair/Maintenance General	Council meeting signs	\$360.00
Louisa County Landfill	Landfill		\$534.96
Louisa County Water Authority	County Water	Usage 65700 gallons	\$386.97
Louisa County Water Authority	County Waste Water	Usage 1413198 gallons	\$12535.07
Louisa County	Gas	Fuel	\$106.69
Louisa Hardware	Repair/Maintenance General	Screws/bolts for street signs & DMV signs	\$19.93
Lowes	Repair/Maintenance General	Lumber for Old DMV, Door for cemetery building	\$383.02
Main Street Supply	Repair/Maintenance General	Old DMV basement paint tray, New parking lot drill bit	\$49.28
Street Supply	Repair/Maintenance W&S	Well 4 indicator bulb, valve box Mineral Ave and 7 th	\$51.72
Mojohns	Walton Park	Portable Toilet	\$49.00
NAPA	Repair/Maintenance General	Cable for shop/battery charger and batteries for DMV	\$85.97
QS1/Smith Technologies	Office Supplies	Software maintenance	\$463.00
Ricoh	Office Supplies	Copier rental	\$300.29
Ricoh	Office Supplies	Copier rental	\$340.71
REC	Electric/ water & sewer		\$557.68
Sam's	Office Supplies/Repair Maintenance General	Utensils, command hooks, humidifier	\$219.60
Staples	Office Supplies	Stamp pads	\$29.69
Studio490	Web Page Maintenance	Web Page Maintenance	\$175.00
Ti-Lea Downing	Mileage reimbursement/Insurance		\$150.00
Univar	Water testing	Water testing	\$1158.00
Updike	Trash Service	Trash removal	\$2500.00
USPS	Postage	Postage stamps	\$221.80
USTI	Office Supplies	Telephone	\$1.28
Verizon	Telephone		\$674.01
VITA	Telephone	Telephone	\$15.08
Federal Tax Deposit	Payroll Taxes		\$3014.74
Virginia Dept Taxation	Payroll Taxes		\$492.65
VA Department of State	Office Supplies	Background check for Kendra Ellis	\$20.00
VUPS	Misc		\$9.45
VRS	VRS		\$796.31
<i>Prepared by: LKY</i>		TOTAL	\$35,470.13



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

March 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.

I have met with the Personnel & Budget & Finance committee this month.

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.

I have authorized the company to print and mail the town taxes. Town residents should start receiving theirs in the next coming week.

A new part time DMV clerk will start on Monday March 9, 2020. Her name is Kendra Ellis, she is local to Louisa. We are excited to have her join the Town of Mineral.

Our part time maintenance person has resigned. I am working with the personnel committee on filling this position.

The DMV has been extremely busy the past couple of weeks. As past years it happens when tax returns are received.

Rebecca has begun the process of uploading and scanning documents onto our cloud storage. We are excited for this to take place.

Maintenance:

Cut and removed the tree from in front of the Mexican Restaurant as directed to do by Council at the last meeting. I will work on getting prices for stump removal as we have a few in town that need to be removed.

A door has been installed at the basement of the old Town office by maintenance. This should help with the dampness, along with the dehumidifier.

The meeting notice signs have been installed on the Welcome to Mineral signs. We are working on one for the sign at the Town office.

Cemetery:

The grass season is fast approaching.

There have been a couple headstone installations and burials.

The side door on the shed located at the cemetery has been replaced.

Zoning Permits:

Block 44 Lots 1, 2, 3 (Albemarle Avenue) – construction of a home by Loudin Building.

60 Davis Highway (Gulf Express) – replacement of the existing gas pumps

This request is from last month and is still outstanding. 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-F are the regular monthly tabs.

Tab G – Solar Panel Ordinance

Tab H – Proposed 2020/2021

Tab I – Renewal rates for the employee health insurance

BE IT ORDAINED by the Mineral Town Council that Chapter 25, "Zoning," Article II, "**Residential Limited District**" be amended by adding section 425-4:1 "Solar Panels" and Article III, "**Residential General District**" be amended by adding section 425-14:1 "Solar Panels" and Article IV, "**Light Commercial District**" be amended by adding section 425-24:1 "Solar Panels" and Article V, "General Commercial District be amended by adding section 425-30:1 "Solar Panels" and to read as follows:

"Sec. 425-4:1 Solar Panels

A. Solar panels are permitted as an accessory use in the Residential Limited District, provided that the solar panels are only used for the purpose of providing solar energy to structures located own the property.

B The following requirements shall apply to solar panels:

a. Roof Mounted:

- i. The highest point of the solar arrays shall not exceed the highest peak of the roof;
- ii. All solar panels mounted on a roof shall meet all applicable federal and state laws and regulations as well as the Uniform Statewide Building Code.

b. Ground mounted:

- i. No ground mounted solar panel shall be located in the front yard or set forward of the main structure, unless the property is larger than 1.5 acres and the solar array is at least seventy-five feet (75') from the front of the main structure or within fifteen feet (15') of the front property line.
- ii. Ground mounted solar panels shall not be located closer than fifteen feet (15') to any developed or undeveloped road. Ground mounted solar panels shall not be located closer than five feet (5') to any adjacent land owner property or alley way."

"Sec. 425-14:1 Solar Panels

A. Solar panels are permitted as an accessory use in the Residential General District, provided that the solar panels are only used for the purpose of providing solar energy to structures located own the property.

B The following requirements shall apply to solar panels:

a. Roof Mounted:

“Sec. 425-30:1 Solar Panels

A. Solar panels are permitted as an accessory use in the General Commercial, provided that the solar panels are only used for the purpose of providing solar energy to structures located on the property.

B The following requirements shall apply to solar panels:

a. Roof Mounted:

- i. The highest point of the solar arrays shall not exceed the highest peak of the roof;
- ii. All solar panels mounted on a roof shall meet all applicable federal and state laws and regulations as well as the Uniform Statewide Building Code.

b. Ground mounted:

- i. No ground mounted solar panel shall be located in the front yard or set forward of the main structure, unless the property is larger than 1.5 acres and the solar array is at least seventy-five feet (75') from the front of the main structure or within fifteen feet (15') of the front property line.
 - ii. Ground mounted solar panels shall not be located closer than fifteen feet (15') to any developed or undeveloped road. Ground mounted solar panels shall not be located closer than five feet (5') to any adjacent land owner property or alley way.”
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Consolidated Working Budget - Revenue

July 1, 2020 - June 30, 2021

OPERATING REVENUE

GENERAL

2020 BUDGET

Anti-Litter Grant	\$	1,000.00
Bank Stock Tax	\$	45,000.00
Beautification	\$	-
BPOL Tax	\$	35,000.00
Building Zoning applications	\$	500.00
Bush Hog Service	\$	300.00
DMV Select Revenue	\$	175,000.00
Employee Ins. Reimbursement	\$	23,277.60
Employee VRS Reimbursement	\$	10,809.55
Employee Aflac Reimbursement	\$	7,000.00
Fines & Penalties	\$	1,000.00
Fire Programs Income	\$	10,000.00
Grant Income	\$	1,000.00
Interest Income	\$	3,500.00
Local Sales Tax	\$	35,633.54
Meals Tax	\$	56,087.60
Miscellaneous Income	\$	1,000.00
Notary Services	\$	300.00
Personal Property Tax	\$	17,000.00
Postage Reimbursement	\$	100.00
Public Service Corp. Tax	\$	8,500.00
Real Estate Tax	\$	93,385.62
Rental Income	\$	4,500.00
Rolling Stock Tax	\$	1,200.00
Tax overpayment	\$	500.00
Transient Occupancy Tax	\$	2,000.00
Vehicle Tax	\$	7,000.00
Salary reimbursement from cemetery	\$	13,586.98
Capital fund carry over		
Carry over from		

General Operating Revenue	\$	554,180.89
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CEMETERY

Cemetery Income	\$	35,000.00
Interest Income	\$	100.00
Cemetery Operating Revenue	\$	35,100.00

WATER & SEWER

Connection Fee Water	\$	4,000.00
Connection Fee Sewer	\$	8,000.00
Water and Sewer Sales	\$	250,000.00
Water Deposits	\$	3,000.00
W&S Operating Revenue	\$	265,000.00

TOTAL OPERATING REVENUE	\$	854,280.89
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CAPITAL REVENUE

Transfer from sewer reserve	\$	10,000.00
Carry over from 2019/2020 budget	\$	2,816.46
Transfer from general operating fund	\$	1,633.54
	\$	14,450.00

TOTAL REVENUE	\$	868,730.89
TOTAL EXPENSES	\$	868,730.89

Consolidated Working Budget - Expense

July 1, 2019 - June 30, 2020

OPERATING EXPENSES	2020 BUDGET
<i>GENERAL & OVERHEAD</i>	
Advertising	\$ 3,000.00
Audit	\$ 10,000.00
Bank Charges	\$ 50.00
Beautification	\$ 3,000.00
Council/Mayor Salary	\$ 6,000.00
Dues/Permits/Licenses	\$ 3,500.00
Electricity	\$ 13,000.00
Fire Programs Expense	\$ 10,000.00
Gas for maintenance vehicles & equipment	\$ 2,500.00
Insurance - VML	\$ 13,645.00
Insurance - Health	\$ 75,880.80
Insurance - Aflac	\$ 7,000.00
Internet/Email/Cloud Storage	\$ 3,120.00
IT Support	\$ 3,000.00
Legal Fees	\$ 15,000.00
Louisa Land Fill Charges	\$ 14,400.00
Mileage Reimbursement	\$ 1,200.00
Miscellaneous	\$ 500.00
Office Cleaning	\$ 3,600.00
Office Heat	\$ 1,500.00
Office Supplies	\$ 15,000.00
Payroll Taxes	\$ 19,000.00
Planning Commission	\$ -
Postage	\$ 2,200.00
Repair & Maintenance	\$ 12,000.00
Refund for Tax overpayment	\$ 500.00
Salaries	\$ 240,259.55
Software	\$ 2,000.00
Telephone	\$ 6,800.00
Training & Conferences	\$ 100.00
Trash Service	\$ 30,000.00
Uniforms	\$ 1,000.00
Virginia Retirement System	\$ 15,000.00
Webpage Maintenance	\$ 1,200.00
Capital Fund	
Debt Service	\$ 17,592.00
Transfer to capital fund	\$ 1,633.54
General Operating Expenses	\$ 554,180.89
<i>CEMETERY</i>	
Buyback	\$ 1,800.00
Perpetual Care	\$ 3,500.00
Fertilizer, Mulch, and Maintenance	\$ 12,000.00
Salary reimbursement to general fund	\$ 13,586.98
Software	\$ 3,000.00
Transfer to cemetery reserve	\$ 1,213.02
Cemetery Operating Expenses	\$ 35,100.00
<i>WATER & SEWER</i>	
Asset Management	\$ 14,602.66
County Wastewater Treatment	\$ 50,000.00
County Water Purchased	\$ 20,000.00
Electricity	\$ 12,000.00
Hook up fee paid to LCWA	\$ 1,000.00
Repairs & Maintenance	\$ 30,000.00
Water Deposit Refunds	\$ 500.00

Consolidated Working Budget - Expense

July 1, 2019 - June 30, 2020

Water Testing/monitoring	\$	13,000.00
Training for water & sewer	\$	2,000.00
Software	\$	3,000.00
Debt service	\$	54,108.00
Transfer to sewer reserve	\$	25,000.00
Transfer to water reserve	\$	39,789.34
W&S Operating Expenses	\$	265,000.00
TOTAL OPERATING EXPENSES	\$	854,280.89

CAPITAL EXPENSES

Repairs/upgrades to town property		
Sewer upgrade - upgrade	\$	10,000.00
Upgrade firewall switch	\$	550.00
Upgrade laptops	\$	2,400.00
Upgrade Webpage	\$	1,500.00
Total Capital Expenses	\$	14,450.00

TOTAL EXPENSES	\$	868,730.89
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THE LOCAL CHOICE HEALTH BENEFITS PROGRAM

Town Of Mineral
T72635

Proposed Rates Effective from
July 1, 2020 through June 30, 2021

4.8% Increase

With Comprehensive Dental

<u>ACTIVE EMPLOYEES</u>	<u>Single</u>	<u>Dual</u>	<u>Family</u>
* Key Advantage Expanded	\$843	\$1,560	\$2,276
Key Advantage 250	\$767	\$1,419	\$2,071
Key Advantage 500	\$708	\$1,310	\$1,912
Key Advantage 1000	\$674	\$1,247	\$1,820
High Deductible Health Plan	\$556	\$1,029	\$1,501

With Preventive Dental Only

<u>ACTIVE EMPLOYEES</u>	<u>Single</u>	<u>Dual</u>	<u>Family</u>
* Key Advantage Expanded	\$826	\$1,528	\$2,230
Key Advantage 250	\$750	\$1,388	\$2,025
Key Advantage 500	\$691	\$1,278	\$1,866
Key Advantage 1000	\$657	\$1,215	\$1,774
High Deductible Health Plan	\$539	\$997	\$1,455

*** Benefit Plans Currently Offered**

- Coverage under The Local Choice Key Advantage and HDHP contracts is for:
- Active Employees and their Dependents
 - Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
 - Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.

THE LOCAL CHOICE HEALTH BENEFITS PROGRAM

Town Of Mineral
47205

Proposed Rates Effective from
July 1, 2019 through June 30, 2020

With Comprehensive Dental

<u>ACTIVE EMPLOYEES</u>	<u>Single</u>	<u>Dual</u>	<u>Family</u>
* Key Advantage Expanded	\$804	\$1,487	\$2,171
Key Advantage 250	\$732	\$1,354	\$1,976
Key Advantage 500	\$675	\$1,249	\$1,823
Key Advantage 1000	\$643	\$1,190	\$1,736
High Deductible Health Plan	\$531	\$982	\$1,434

With Preventive Dental Only

<u>ACTIVE EMPLOYEES</u>	<u>Single</u>	<u>Dual</u>	<u>Family</u>
* Key Advantage Expanded	\$788	\$1,458	\$2,128
Key Advantage 250	\$716	\$1,325	\$1,933
Key Advantage 500	\$659	\$1,219	\$1,779
Key Advantage 1000	\$627	\$1,160	\$1,693
High Deductible Health Plan	\$515	\$953	\$1,391

* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDEP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.