



Town of Mineral
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Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Edward Kube
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
Tuesday, October 13, 2020
7:00pm

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

PRESENT: Andrea Erard; Town Attorney, Joseph Haney

TELECONFERENCE: Ti-Lea Downing; Town Manager

ABSENT:

STAFF MEMBERS: Lisa Yates; Town Clerk

PUBLIC: Tommy Runnett, Jim Snider, Joseph Haney

Public Comments:

No public comments

Adopt/Amend October 2020 Agenda:

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

Approval of the September 14, 2020 Minutes as amended:

Mr. Jarvis made a motion to approve the September 2020 minutes as amended, seconded by Mr. Thomas, motion passed with all in favor.

Approval of the October 5, 2020 Minutes as amended:

Mr. Thomas made a motion to approve the October 5, 2020 minutes as amended, seconded by Mr. Warlick, motion passed with all in favor.

Approval of the October 2020 Bills to be paid:

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

Town Manager's Report: The Town Manager had nothing to add to her report. The Mayor asked if the employees had completed the COVID training, and the Town Manager confirmed that all but one has completed training and will find out if the one employee has or has not completed it. The pot holes and the shrubs at the Cemetery have not been fixed yet. Barton and Boyd will need to be called to fix the pot holes and a landscaper will need to be contacted to fix the shrubs.

Town Attorney's Report: The Town Attorney reported that the BZA appointments are on the Agenda under old business, she did call last week to the clerks office to try to find the orders that were previously sent, the clerk did her best to try to find them but believes the reports got lost while being circulated amongst the judges. The Town Attorney prepared another set to mail to the clerks office. The Town Attorney confirmed the names listed are Ed Leake, Mr. Staudinger, Todd Hall, David Lawson and Michelle Covert who is still active.

Reappoint BZA members:

Mr. Kube made a motion for Council to pass along to the judge the names of David Lawson, Todd Hall and Ed Leak for reappointment to extend their terms beyond what they originally were and if needed appoint Mr. Staudinger based on last August, seconded by Mr. Thomas, motion passed with all in favor.

Mr. Thomas made a motion to formally accept Mr. Pierces resignation, seconded by Mr. McGehee motion passed 4-1-0 with Mr. McGehee, Mr. Kube, Mr. Warlick and Mr. Thomas voting yes and Mr. Jarvis voting no.

Standing Committee Reports:

Beautification/Anti-Litter Committee: No report.

Budget & Finance Committee: No report

Building Committee: Mr. Warlick confirmed it is stated on the Hope Center lease that it is the tenant's responsibility to cut the weeds and trees around the deck.

Cemetery Committee: No report

Economic Development Committee: Mr. Jarvis reported the only thing brewing is the COVID 19 reimbursables.

Personnel Committee: The Town Manager reported she did a couple of job interviews but has had a low response for the part time DMV position.

Planning Commission Committee: Mr. Jarvis reported that he has not yet seen a letter from Michelle Covert regarding her resignation.

Police and Legal Matters Committee: No report.

Streets Committee: Mr. Warlick reported the ditch on 9th Street between Saint Frances and Park Street, has a low spot which gives no place for water to go except over top of the road to the lower side. In the winter time it is going to be treacherous. It has been an ongoing problem.

The Town Manager will ask if she can resubmit resolution from last year to VDOT for street paving.

Water & Sewer Committee: To discuss under old business.

Old Business:

Bollards decide height: Mayor Harlowe had a discussion with Mr. Staudinger who stated that they recommend the hydrant be moved from the corner.

Mr. Warlick made a motion to get a quote for two bollards to be four feet in height at an adjusted price, seconded by Mr. Kube, motion passed 3-1-1. Mr. Kube, Mr. Warlick and Mr. Thomas in favor, Mr. Jarvis abstaining and Mr. McGehee voting no.

Discussion of lease of old town office: Mayor Harlowe asked if the town wanted to renew The Hope Center lease at the current amount of \$375.00 a month. Town Manager confirmed he was up to date on his rent payments.

Mr. Warlick made a motion to extend lease at same price of \$375.00 per month for a six-month term seconded by Mr. Thomas, motion passed 4-0-1 with Mr. McGehee, Mr. Kube, Mr. Warlick and Mr. Thomas voting yes, and Mr. Jarvis abstaining.

Speed reduction on 522 request from Mineral Fire Department: Discussion was had on where to lower the speed limit on route 522 and what it would be lowered to. Decision was to take no action.

COVID-19 Grant Fund Options Discussion/Decision: Mayor Harlowe presented a quote from Fortiline in the amount of \$138,909.60 for AMI meters which most are guaranteed for twenty years. The company that would be installing the meters could install 30 or 40 meters a day. The Mayor stated that the Towns current software is compatible with the new meters and the yearly technical maintenance would only be \$1,954.00 compared to \$30,000.00 and are willing to help write a grant. Mr. Kube commented that the numbers look more pleasing to be able to deal with, and looking for ways to reduce contact between our meter reader and customers. Mr. Kube also commented that because COVID monies was intended to be able to ease the situation as far as public contact and to improve safety of people during the pandemic and for \$21,000.00 the Town can greatly modernize and get the Town Office up to date by improving the AV. Discussion followed.

Mr. Warlick made a motion to have a public hearing to amend the budget to add CARES ACT funds, to appropriate those funds and also to appropriate the second six months of the fiscal year, seconded by Mr. Thomas, motion passed with all in favor.

Mr. Warlick made a motion to approve the Fortiline quote to appropriate the meters using the COVID money if possible, and if the COVID money is not used then the Council will still go ahead with the meter replacement project, seconded by Mr. Thomas, motion passed with all in favor.

Mr. Kube made a motion if the funding of the COVID monies is not authorized by the County, to be used on the water meter project then the \$21,340.00 RTW number 2 improvement to the AV system for the Town Office and the lobby, be used by the Town out of available COVID monies, seconded by Mr. Warlick motion passed 4-0-1 with Mr. Kube, Mr. Jarvis, Mr. Warlick and Mr. Thomas voting for, and Mr. McGehee voting against.

New Business:

Portable toilet:

Mayor Harlowe stated the DMV customers need a restroom to prevent further incidents from happening. The Town Attorney stated if we reopen the restroom in the Town Office there will have to be additional arrangements made for extra cleaning throughout the day.

Mr. Jarvis made a motion to requisition a portable toilet for temporary use during COVID, seconded by Mr. Kube, motion passed with all in favor.

Discuss replacing vacant council spot:

Mayor Harlowe presented a letter from Tommy Runnett who is interested in the vacant spot on Town Council. Mr. Kube thinks if the citizens of the Town are interested in the position he encourages them to write a letter and give them two weeks to submit it to the Town Council. Mr. Thomas suggested putting an advertisement on the web page.

Mr. Kube made a motion to advertise the Council vacancy on the website and put a notice on the board out front of Town Office for two weeks, seconded by Mr. Thomas motion passed with all in favor.

A motion was made to have the November Council meeting a week early on November 2, 2020. Motion passed with all in favor.

Mr. Warlick made a motion to go into closed session 2.2-3711(A)(1) for the discussion of the performance of the Town Manager and also pursuant to (A)(1) for the discussion of the performance of a specific town employee, 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

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. Jarvis, seconded by Mr. Thomas, motion passed with all in favor.