



Town of Mineral
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Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGehee
Thomas Runnett
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, February 8, 2021
7:00pm

COUNCIL MEMBERS:

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

PRESENT:

Andrea Erard; Town Attorney

TELECONFERENCE:

ABSENT:

STAFF MEMBERS:

Ti-Lea Downing; Town Manager, Lisa Yates; Town Clerk

PUBLIC:

Jim Snider, Joseph Haney, George Von Arb

Public Comments: George Von Arb voiced his concern on the condition of the building located at 210 Mineral Avenue. He reported there are missing bricks and loose bricks as well as some water damage and that it may be a possible safety hazard to the public. He suggested that the Town might want to get a structural engineer to examine the building. The Town Attorney will follow up on this matter and discuss at the March meeting. Discussion followed.

Adopt/Amend February 2021 Agenda:

Mr. Runnett made a motion to approve the February 2021 agenda as amended, seconded by Mr. Thomas , motion passed with all in favor.

Approval of the January 2021 Minutes:

Mr. Kube made a motion to approve the January 2021 minutes as presented seconded by Mr. Thomas, motion passed with all in favor.

Approval of the February 2021 Bills to be paid:

Mr. Runnett made a motion to approve the February 2021 bills to be paid as presented, seconded by Mr. Thomas, motion passed with all in favor.

Town Manager's Report: In addition to the written report, the Town Manager reported that the Town Clerk and Town Manager had some training on the new water billing system with the new meters. Two budget requests were forwarded to the Budget Committee. Hank Staudinger and contractors are to fix the leak on Spring Road and Victory Lane. Mr. Runnett asked if the Town Manager foresees any issues with the two zoning permits, the Town Manager reported that she has already signed off on them.

Town Attorney's Report: The Town Attorney reported that in this months packet there is a draft ordinance regarding grass and weeds. The Town Attorney asked for authority to advertise for a public hearing for next months reading. In addition, there was an email mishap in terms of the sign ordinance, and because it would save the town money she asked if the council will consider authorizing the advertising the sign ordinance so she can put them both in one ad to save costs. She has also worked with Mr. Kube in regards to the water deposit policy posed by a citizen at last months meeting she recommends some changes and will have a full report at the March meeting. Lastly, the Virginia Department of Labor enacted some temporary regulations regarding covid back last year and have implemented a permanent standard and basically made them indefinite.

Mr. Kube made a motion to authorize for the advertising of the tall grass ordinance, seconded by Mr. Warlick, motion passed with all in favor.

Mr. Kube questioned the sign ordinance and signs being temporary for 180 days, and if it could be taken away for a day and then put back for another 180 days. Mr. Snider suggested putting in the description 180 days a year. Further discussion will take place at the March Council meeting.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Kube reported Becky Vigon the Farmer Market manager, is actively working on the upcoming Spring season, opening day will be May 1st and will be run the same way it was last year, which was very successful. There will be a clean up day in April if anyone is interested in helping. Mr. Kube reported that he put in a beautification budget request for this year.

Budget & Finance Committee: Mr. Thomas reported he would like to combine Budget & Finance and Personnel. He stated that at the last meeting he was disturbed by how he responded to a certain conversation. He stated that everyone needed to get along if the town will continue to prosper. Council has to approve all policies and the Town Manager is responsible that these policies are implemented. He stated there is a need to separate what the Council responsibilities are and what the Town managers responsibility is. He wants to make sure that everybody understands their rolls. Mr. Kube went over the organizational chart in detail with the Council. Mr. Thomas will forward to the Mayor a different format for the Agenda for her approval. There was discussion had regarding a motion that was made to hire a person for the Maintenance Department, but then a decision was made to not hire a person for the Maintenance Department without all council members aware of this decision. The Town Manager reported she received two budget requests one was for Beautification/Anti-Litter asking for \$3000.00 and Police and Legal Matters asking for \$5000.00. Mr. Thomas will get input from all members then a meeting will be held to discuss.

Building Committee: No report.

Cemetery Committee: Mr. Runnett reported Lewis Keller had planned to do a big clean up but it will be held off due to the winter weather.

Economic Development Committee: Mr. Jarvis reported the County has not announced anymore COVID phase 4 for businesses and is unsure how much money there is left. He is disappointed that no businesses in the Town of Mineral applied.

Personnel Committee: Mr. Thomas stated that at the last meeting he was disturbed by how he responded to a certain conversation. He stated that everyone needed to get along if the town will continue to prosper. Council has to approve all policies and the Town Manager is responsible that these policies are implemented. He stated there is a need to separate what the Council responsibilities are and what the Town Managers responsibility is. He wants to make sure that everybody understands their rolls. Mr. Kube went over the organizational chart in detail with the Council. Mr. Thomas will forward to the Mayor a different format for the Agenda for her approval.

Planning Commission Committee: Mr. Jarvis reported that they didn't have a quorum to pick a permanent chairperson. Mr. Kube reported that Jolyn Bullock was interested in serving on the Planning Commission.

Mr. Kube made a motion to nominate Jolyn Bullock to be on the Planning Commission Committee, seconded by Mr. Thomas, motion passed with all in favor.

Police and Legal Matters Committee: No report

Streets Committee: Mr. Warlick reported he turned in a list of his concerns to the Town Manager, and reminded her when weather is warm enough to patch Louisa Avenue at the Region Ten location. Mayor Harlowe reported that Michael Groome cleaned all the sidewalks in town with his tractor and she thanked him for doing that.

Water & Sewer Committee: Mr. Runnett reported that the Louisa County sewer bill is less this month. He received an update from Fortiline on the meters and they are in line to be manufactured and he will have more information by the end of February. The water line at 7th and the one from 6th back down to 6th street both need to be replaced.

Old Business:

Sewer manhole rehab discussion: Mr. Runnett reported that he met with Central Virginia Contractors regarding the sewer issues behind the Family Dollar and Main Street Supply there had been a plug in the manhole, the plug is gone and getting infiltration of red clay. The other one is at 7th Avenue and the pump station at the bottom. Somehow the lid was hit and knocked off completely with a gap of 6 to 8 inches. Piedmont Ave. and Virginia Ave. uncovered the sewer line and the main gravity feed and scoured all the way down to bedrock all cover will have to be replaced. Discussion followed.

Mr. Jarvis made a motion to appropriate money, not to exceed \$20,000.00 for emergency repairs to manhole covers, seconded by Mr. Runnett, motion passed with all in favor.

Maintenance Position: Mr. Thomas reported a decision was made to wait until things got in order before filling the position and directed the Town Manager to inform the people that applied. Mr. Warlick commented that the meeting before last the committee was to come out with a job description and a salary but that is how it was left. Mr. Kube said the job description was approved. Mr. Jarvis commented that Council approved the extension of the advertisement and had already voted to hire someone and then Council is briefed that the position wouldn't be filled until beginning of next year.

Cemetery Landscaping: To discuss at March Council meeting. Discussion was had on the difference of cost amongst the bids.

Vacant lot clearing: Mr. Kube reported that they haven't been able to reach the owner as of yet. The Mayor feels confident that the owner will reach out to her.

Water deposits: The Town Attorney will come back with a full report and is expecting to be recommending some revisions.

Town web page access: Mr. Kube noticed that the web page doesn't easily come up. If you try to get to the town it directs you to Louisa County. The Google search engine is not working. The Town Manager will look into the issue. Mr. Runnett asked about using zoom to conduct the Council meetings. The Town Attorney offered to set up a meeting via zoom to try it out.

New Business:

Bonuses for personnel: Mr. Thomas reported that he would like to recommend giving all employee \$1200.00 for the additional burden on them due to COVID.

Mr. Thomas made a motion to advertise for employee bonuses seconded by Mr. Warlick, motion passed with all in favor.

VML consultant: To be discussed at a later date

Closed Session:

Mr. Warlick made a motion to go into closed session pursuant to Virginia code 2.2-3711A1 for the discussion of the performance of the Town Manager, seconded by Mr. Thomas motion passed with all in favor.

Go back into open session:

Mr. Runnett 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

Thomas Runnett/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. Runnett, seconded by Mr. McGehee, motion passed with all in favor