



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, March 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: Joseph Haney

Public Comments: No public comments

Public hearing tall grass ordinance: Mayor Pam Harlowe opened public hearing. No comments. Mayor Pam Harlowe closed public hearing.

Public hearing employee bonuses ordinance: Mayor Pam Harlowe opened public hearing. No comments. Mayor Pam Harlowe closed public hearing.

Adopt/Amend March 2021 Agenda:

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

Approval of the February 2021 Minutes:

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

Approval of the March 2021 Bills to be paid:

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

Town Manager's Report: In addition to the written report, Maintenance will start manhole repairs at the Family Dollar in a couple of weeks. The portable toilets were locked over the weekend due to the sanitary issues, and there have been no complaints so far. Discussion was had regarding a complaint and reimbursement request for a customer's time due to a long wait time to get her DMV transactions done. There was also a complaint made regarding unsanitary conditions of the portable toilets.

Mr. Kube would like to encourage the auditors to be present at the April meeting.

Mr. Kube made a motion to request that the auditors come to the April Council meeting to present or discuss the audit they have been working on, seconded by Mr. Runnett, motion passed with all in favor.

Town Attorney's Report: The Town Attorney reported on how elections will be held in November, she explained that you can not shorten somebody's term so certain people will have to be extended and that will have to be done by an ordinance. In addition, the Marijuana legislation was rather detailed and once passed she would like to discuss with Council.

A correction regarding the ordinance of manufactured homes in town needs to be made, and once it is made will be presented to Council.

Mr. Runnett made a motion to have the Attorney prepare a resolution of respect for service for Goodman B. Duke who was Town Clerk, seconded by Mr. Thomas, Motion

passed 5-0-1. Mr. Warlick, Mr. Jarvis, Mr. Kube, Mr. Runnett, and Mr. Thomas voting yes and Mr. McGehee abstaining.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Kube reported April is clean up month if anyone can contribute it would be appreciated.

Budget & Finance Committee: No report.

Building Committee: No report.

Cemetery Committee: Mr. Runnett reported Lewis Keller had gone to mark some plots and did a preliminary walk through to redefine the scope of work at the cemetery. After talking with Hank Staudinger, he will be able to do a lot of the maintenance work. Mr. Runnett requested a notice go out to the families stating that they needed to collect items as there are old items that need to be removed and that Lewis Keller will put them in the shed and they can come and retrieve if they wish to do so.

Mr. Runnett made a motion that it is up to the Cemetery Committee to make recommendations and proceed with work, seconded by Mr. McGehee motion passed with all in favor.

Economic Development Committee: Mr. Runnett reported Loudin Building Systems applied for a zoning permit and will be building an office in the Town of Mineral.

Personnel Committee: No report

Planning Commission Committee: No report

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 she was to find out about the resolution that was made last year and if it would still be good. Currently waiting to hear from VDOT about Piedmont and Albemarle Avenue. The Town Manager will reach back out to Buckingham Branch Railroad in regards to the patching of the panel.

Water & Sewer Committee: Mr. Runnett reported that the large sewer bill from Louisa County doesn't yet reflect the repairs of the manholes in town. While changing out water meters on Spring Road there were two water leaks detected and repaired. Fortiline has replaced approximately half the meters in Town so far.

Old Business:

Tall Grass Ordinance: The Town Attorney reported the notice provisions make the notice clearer and shortens the time frame, it allows the Town to send violations to and potentially cut grass on occupied as well as unoccupied properties. Discussion followed.

Mr. Kube made a motion to approve the ordinance that was submitted which a public hearing was held on, seconded by Mr. Thomas, motion passed with all in favor.

Mr. Kube made a motion to authorize the low bid, seconded by Mr. Runnett motion passed with all in favor.

Water Deposit Policy: Discussion was had on how to reimburse the Town citizens water and sewer deposits that are owed to them. Mr. Runnett stated that the Town has the money to pay them off, and he would like to get this done tonight. They will be given the option of issuing them a credit and if they do not wish to do a credit, then a check will be issued to them. Mayor question on how the customers will be notified and the Town Manager confirmed they would be notified by phone. Mr. Runnett will meet with the Water and Sewer Committee and will come up with an arbitrary figure for the accounts that are older than the accounting software the Town is currently using. Discussion was had on where to take the money from. In the future there will be no deposits collected for property owners.

Mr. Runnett made a motion that the Town return the water and sewer deposits and use the escrow on the water and sewer account to refund the customer, seconded by Mr. Kube, motion passed with all in favor.

Employee bonuses ordinance: Mr. Thomas reported he would like to give a \$600.00 bonus per employee on May 3, 2021. The Town Attorney reported that the ordinance needs to be approved first. Mr. Runnet would like to take the money out of the DMV revenue. Mr. Jarvis questioned if we already voted on this subject at the February meeting which we had not. Discussion was had on who would receive the bonuses and what the amounts would be. Mr. Kube expressed his appreciation for the hard work that the DMV employees have done this last year since the pandemic began.

Mr. Runnett made a motion to adopt the ordinance as drafted by the Town Attorney on employee bonuses, seconded by Mr. Thomas, motion passed with all in favor.

Mr. Runnett made a motion to present all part time and full-time employees \$600.00 to be paid by separate check on May 3, 2021, seconded by Mr. Warlick, motion passed

4-2-0. Mr. Runnett, Mr. McGehee, Mr. Thomas Mr. Kube, voting yes Mr. Warlick and Mr. Jarvis voting no.

210 Mineral Avenue update: The Town Attorney spoke with the building official and he has sent a letter indicating that the structure needs to be secured, he has determined that it is a dangerous structure.

Sign ordinance: It was determined the ordinance still needs more work and will be discussed at the April meeting.

Mr. Runnett made a motion to table the sign ordinance for 30 days, seconded by Mr. Jarvis motion passed with all in favor.

Zoom technology and web page maintenance: Mr. Kube discussed the cost of a web cam for \$250.00 to \$300.00 and that it can coordinate all of the input from within the building or people remotely on pcs and can record the meetings. He encourages looking into using Zoom and creating a Communications Committee. Mr. Runnett reported he would be happy to serve on the Committee. The Communications Committee was created.

New Business:

Requests for rezoning: The Town Attorney received two rezoning requests but the applications do not indicate what they want to be zoned to. Mr. Jarvis confirmed that HLJD wants to build two houses. It was confirmed that a potential text amendment is needed to change the requirements for residential general as they are currently state the lot size has to be five times larger than the footprint of the house and 20,000 square feet. The Town Attorney will prepare the text amendment for 425-15 and 425-5 and present it to the Council and then the Council will refer it to the Planning Commission.

Mr. Warlick made a motion to refer text amendment to Planning Commission seconded by Mr. Thomas motion passed with all in favor.

Closed Session:

Mr. Thomas 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. Warlick motion passed with all in favor.

Go back into open session:

Mr. Warlick made a motion to go out of closed session, seconded by Mr. Runnett , 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

Thomas Runnett/Yes

Adjourn:

Motion to adjourn the meeting was made by Mr. Runnett , seconded by Mr. Warlick , motion passed with all in favor.