



Town of Mineral
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Pam Harlowe, Mayor
Ed Jarvis
Edward Kube
Roy McGehee
William Thomas
Tommy Runnett
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 14, 2021
7:00pm

- COUNCIL MEMBERS:** Mayor Pam Harlowe, Ed Jarvis, Edward Kube, Roy McGehee, Tommy Runnett, William Thomas
- PRESENT:** Andrea Erard; Town Attorney, Joseph Haney
- TELECONFERENCE:** William Thomas
- ABSENT:**
- STAFF MEMBERS:** Ti-Lea Austin; Town Manager Lisa Yates; Town Clerk
- PUBLIC:** Joseph Haney, David Lawson, William & Nichole Proffitt, Shannon Hawkins; Town employee, Kathy

Byers; Town employee, Blake Potter; Town employee and Hank Staudinger; Town employee.

Adopt/Amend June 2021 Agenda:

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

Public hearing changing of tax due date from May to February 15th:

Mayor Pam Harlowe opened the public hearing.

Public Comments: David Lawson commented on the budget in reviewing the budget and the proposed increases, as he commented last month he built a history of that which showed year over year income and expenses and in looking over the year over year and the projected income he finds it hard to navigate through. He agrees there is a need of income increase probably in the 5-7 percent range. When looking at the expenses the expenses seem to outpace the projected income.

Nichole Proffitt questioned how the water and sewer bills were calculated. The Town Manager confirmed that the sewer has a higher rate than the water does due to the fact that the County of Louisa raised their rates. Hank Staudinger commented that the new meters that were installed are more accurate than the older ones.

Blake Potter, Shannon Hawkins and Kathy Byers presented to Council what they have to deal with on a daily basis as DMV clerks during COVID and why they should get an increase in pay. They are tired of the long hours and lack of security and want to be compensated for it. Hank Staudinger spoke on behalf of the DMV clerks and how hard they work and that they should be compensated for it. Mr. Kube asked if the 2:00 cut off made a difference or not. Shannon Hawkins said it did not help on the long work hours, she confirmed they have lost two employees since they had last met with Mr. Kube.

The Mayor closed the public meeting.

Approval of the May 10, 2021 Minutes:

Mr. Kube made a motion to approve the May 10, 2021 minutes as amended, seconded by Mr. Thomas, motion passed with all in favor.

Approval of the May 12, 2021 Minutes:

Mr. Thomas made a motion to approve the May 12, 2021 minutes as amended, seconded by Mr. Runnett, motion passed 4-1 with Mr. Runnett, Mr. McGehee, Mr. Kube and Mr. Thomas voting in favor and Mr. Jarvis voting against.

Approval of the June 2021 Bills to be paid: Mr. Runnett commented on the decrease of the Louisa County Water sewer bill.

Mr. Kube made a motion to approve the June 2021 bills to be paid as amended, seconded by Mr. Runnett, motion passed with all in favor.

Town Manager's Report: In addition to the Town Manager report the Town manager and the Town Clerk are working to get the water and sewer deposit refunds issued and the plan is on June 25th they will post the credits and write the checks. She also received a resignation letter from a DMV Clerk.

Town Attorney's Report: The Town Attorney reported there are two important changes effective July 1st the Town is authorized by state statute to enact an ordinance to include clutter along with tall grass and trash. The Town Attorney offered to prepare and ordinance for Council consideration for next months meeting. Another significant change is Virginia has passed its own State overtime pay act with a slight variation on how overtime will be calculated, starting July 1st the Town can offer Compensation time instead of overtime.

Mr. Warlick Resignation:

Mr. Thomas made a motion to accept Mr. Warlick resignation with deep regret, seconded by Mr. Runnett, motion passed with all in favor.

Standing Committee Reports:

Auditor Committee: Mr. Kube reviewed the Auditors report and the recommendations they made which included segregation of duties, reconciliation of accounts and utilization of the new accounting system which due to COVID and staffing issues with the software company is hindering progress.

Beautification/Anti-Litter Committee: Mr. Kube reported that the Farmers Market was very active this weekend. Blue Ridge Health District provided free vaccination shots last weekend. There were many vendors there as well.

Budget & Finance Committee:

Building Committee: No report.

Cemetery Committee: Mr. Runnett reported that he was waiting on the vendor to start grounds work at the Cemetery, many gravesites have been sold.

Communications Committee: Two primary things discussed were the room/lobby communication estimates and the updates needed on the Town website but not done yet due to the shortage of manpower at this time.

Economic Development Committee: Mr. Jarvis reported that there is more COVID funds coming to the Town in the amount of \$271,000.00.

Personnel Committee: No report.

Planning Commission Committee: Mr. Jarvis reported the Attorney has given a revision on the Town code per the conversation had last month.

Police and Legal Matters Committee: No report.

Streets Committee: Mr. Runnett volunteered to meet with Mr. Glass with VDOT regarding the Piedmont Avenue extension through 2nd Street over to 3rd Street and to Virginia Ave from 2nd to where 3rd street will be.

Water & Sewer Committee: Mr. Runnett reported the new water meters are working, and the new meters have been installed at the Fire Department and Blue Ridge Bank. There are still a few meters that need to be installed. The manhole on piedmont and sixth street still needs to be fixed. Hank Staudinger reported on the repairs on the manhole covers.

Old Business:

Zoning Changes: Changes were made to the zoning ordinance to make sure the second story of a structure is not larger than the first story.

Mr. Jarvis made a motion to have a joint public hearing on the updated zoning ordinance Mr. Thomas seconded motion passed with all in favor.

Mr. Thomas made a motion to move the Real Estate and Personal Property taxes to the due date of February 15, 2021, seconded by Mr. Kube motion passed with all in favor.

Discuss 2021/2022 budget: Mr. Thomas reviewed with Council the current salaries and proposed salaries for the Town and DMV employees. Mayor Pam Harlowe commented that we need to make sure Mr. Thomas numbers are included in the budget which he confirmed they were. Mr. Kube reviewed with Council about how he talked to Robinson Farmer and Cox in regards to how they came up with a comparison of salaries and he reported that they used five communities to compare. Mr. Kube reported that the results of report was that the towns wages were approximately 5.56 percent below the calculated median salaries of the whole group, not individually. Mr. Kube stated that job descriptions and the employee handbook need to be updated by Robinson Farmer and Cox. Discussion followed.

Mr. Runnett made a motion to give all employees full time and part time a \$600.00 bonus on June 25, 2021 seconded by Mr. McGehee motion passed 4-1-0 with Mr. Thomas, Mr. McGehee, Mr. Runnett and Mr. Jarvis voting yes and Mr. Kube voting no.

Adopt and appropriate 2021/2022 budget:

Mr. Runnett made a motion to approve budget and appropriation resolution be approved where as on May 10, 2021 the Mineral Town Council advertised public hearing on the FY 2021/2022 in a total amount of \$1,244,691.13 and whereas the Mineral Town Council now seeks to approve and appropriate the FY 2021/2022 now therefor be it resolved by the Mineral Town Council at the meeting held on June 14, 2021 that the FY 2021/2022 in the amount of \$1,244,691.13 as set for in the attached budget document is hereby approved, and \$622,345.57 is appropriated for expenditure on July 1, 2021. Seconded by Mr. McGehee Motion passed 4-1-0 with Mr. Kube, Mr. Thomas, Mr. McGehee and Mr. Runnett voting yes and Mr. Jarvis voting no.

Mr. Runnett made a motion that on or before November 8, 2021 that Town Council will decide specifically on what changes to implement on the Robinson Farmer & Cox compensation study and personnel handbook including job descriptions, seconded by Mr. Kube. Motion passed with Mr. Kube, Mr. McGehee and Mr. Runnett voting yes and Mr. Thomas and Mr. Jarvis voting no.

New Business:

Request to close alley block 139:

Mr. Runnett made a motion to table for 30 days, seconded by Mr. McGehee motion passed with all in favor.

Mr. Jarvis made a motion to appoint Mr. Lawson to the vacant Council seat, seconded by Mr. McGehee motion passed with all in favor.

Mr. Jarvis made a motion to go into closed session 2.2-3711(A)(1) for the discussion of the performance of the Town Manager and charter legal advice, seconded by Mr. Runnett , motion passed with all in favor.

Mr. McGehee made a motion to go back in open session, seconded by Mr. Jarvis 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

Tommy Runnett/Yes

William Thomas/Yes

Adjourn:

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