



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: rsnyder@townofmineral.net

Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGeHee
Tony Henshaw
David Lawson
Reese Peck, Interim 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 TOWN COUNCIL MEETING

MINUTES

**Monday, February 14, 2022
7:00 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Edward Jarvis, Edward Kube, Tony Henshaw, David Lawson

ABSENT: Roy McGeHee

STAFF MEMBERS: Reese Peck; Interim Town Manager, Andrea Erard; Town Attorney, Ron Chapman; Special Projects Coordinator/Planner, Shannon Hawkins; DMV Supervisor, Rebecca Snyder; Interim Town Clerk/Treasurer

PUBLIC: Blair Nipper, Chris Guerre, Olivia McCarthy, Joseph Haney

Town of Mineral Council Meeting

Mayor Harlowe called the meeting to order with the Pledge of Allegiance.

Mayor Harlowe asked if Council would adopt or amend the agenda.

Mr. Kube requested that the appointments to the Board of Zoning Appeals be added to the agenda.

Motion by Mr. Kube to adopt the agenda with the Board of Zoning Appeals addition, Mr. Runnett seconded. Motion passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mayor Harlowe introduced the new Interim Town Manager, Reese Peck.

Mr. Peck gave an introduction with a brief description of his work experience and background.

Mayor Harlowe opened the Public Hearing regarding leasing of the Old Town Hall.

There were no public speakers.

There was no discussion by Council.

Mayor Harlowe closed the Public Hearing.

Public Comments:

Chris Guerre spoke of his concern of the dumpster near the old elementary school. Vultures are being attracted to the dumpster. The unit is being filled up weekly, often at night. Mr. Guerre is asking the nuisance be removed.

Blair Nipper spoke of her concern of not seeing the posting of the public hearing regarding the election of Town Council being switched to November. The Town Attorney, Andrea Erard, replied that the public hearing will be posted next month.

Approval of Council Meeting Minutes

Mr. Kube reviewed the Town Council Meeting Minutes for the month of August and suggested the necessary corrections.

Motion was made by Mr. Kube to approve the minutes as revised for the August 9, 2021 Town Council Meeting, Mr. Runnett seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube reviewed the Town Council Meeting Minutes for the month of September and suggested the necessary corrections.

Motion was made by Mr. Kube to approve the minutes as revised for the September 13, 2021 Town Council Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube reviewed the Town Council Meeting Minutes for the month of November and suggested the necessary corrections.

Motion was made by Mr. Kube to approve the minutes as revised for the November 8, 2021 Town Council Meeting, Mr. Runnett seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube reviewed the Town Council Meeting, Special Session held on November 18, 2021 and suggested the necessary corrections.

Motion was made by Mr. Kube to approve the minutes as revised for the November 18, 2021 Special Session Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube reviewed the Town of Mineral Public Hearing held on December 30, 2021 and suggested the necessary corrections.

Motion was by Mr. Kube to approve the minutes as revised for the December 30, 2021 Public Hearing, Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube reviewed the Town Council Meeting Minutes for the month of December and suggested the necessary corrections.

Motion was made by Mr. Kube to approve the minutes as revised for the December 13, 2021 Town Council Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Approval of Bills to be Paid

Rebecca Snyder presented the Bills to be Paid report for the month of February.

Mayor Harlowe added a second bill from Roto Rooter to the report.

Mr. Jarvis questioned the Dominion Power bill for the Well 5-Walton Park service. This location is no longer the Town's responsibility therefore the electric bill should not be included in the Town's expenses.

Motion was made by Mr. Jarvis to approve the February Bills to be Paid, Mr. Runnett seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Town Manager and Staff Reports

The following staff reports were presented to the Council:

Interim Town Manager Report presented by Mr. Reese Peck

DMV Supervisor Report presented by Ms. Shannon Hawkins

Interim Town Clerk/Treasurer report presented by Mrs. Rebecca Snyder

Special Projects Coordinator/Planner report presented by Mr. Ron Chapman

Town Attorney Report

Ms. Andrea Erard presented the first draft of the revised employee manual. Approval will be given on individual pages one at a time, in lieu of approving the manual as a whole.

Standing Committee Reports

Auditor Committee Report was presented by Mr. Kube who explained how the Town is preparing for the next audit.

Beautification/Anti-Litter Committee was presented by Mr. Kube discussing the upcoming seasonal start of the Farmer's Market.

Building Committee report was presented by Mr. Jarvis discussing renting out the old town hall.

Budget and Finance Committee: no report, but will have a report next month

Cemetery Committee: no report

Communications Committee spoke on improving the Town's website

Economic Development Committee: no report

Personnel Committee: no report

Planning Commission mentioned that Mr. Jim Snider was under the weather

Police and Legal Matters Committee: no report

Streets Committee report was presented by Mr. Henshaw.

Quotes are being collected to remove a tree on Mrs. Seay's property.

Debris on the streets left from the winter storms will be cleaned up in the next day or two.

Mr. Runnett continued the report with solutions for the intersection with the traffic light. Due to several near missed accidents the intersection needs to be addressed to give room for turning semi-trucks.

Water and Sewer Committee report was presented by Mr. Runnett. There is an increased inflow of water in the sewer line on the west side of town. The Town is working with a contractor to resolve the problem.

The pump station on Saint Frances and the Lagoon pump station is being looked into and Hank Staudinger is checking the manholes in that area.

The Town Square area is having a problem with residents using flushable wipes, there is no such thing as flushable wipes. Letters and notices have gone out explaining the situation. Large grease slugs have also been found in the lines.

Old Business

Andrea Erard spoke on authorizing a public hearing next month to reduce the members of the Planning Commission from seven members to five members.

Motion was made by Mr. Jarvis to authorize a public hearing next month for the Planning Commission, Mr. Runnett seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

New Business

Motion was made by Mr. Kube to add Reese Peck and delete Ronald Chapman from the signature card from Blue Ridge Bank. Mr. Henshaw seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Peck discussed switching telephone systems from the antiquated current system in the Town Office to Ooma Office. The Ooma Office telephone system includes several updated features and will save the Town approximately \$4,300 annually.

Motion to purchase the Ooma Office telephone system for the Town Office was made by Mr. Kube and seconded by Mr. Lawson. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Peck presented a Website and Agenda Management Proposal. While using the Town of Bowling Green's website as an example, Mr. Peck showed the Council the features available with the MuniCode Website and Agenda package. The proposal included the pricing options the Town of Mineral could use.

Mr. Kube agreed the MuniCode package would be a win/win situation with the available features and cost savings, but to recommend delay the purchase until the next fiscal year starting July, 2022.

Mr. Lawson spoke for the Communication Committee The Town should plan for the extra initial expense switching the MuniCode website would entail.

Mr. Peck gave an informational presentation on Health Insurance Renewal. The insurance plans used by the Town will be discussed further by the Personnel Committee to be reported back to Town Council.

Mr. Chapman updated the Council regarding the Tax Bills. The Real Estate and Personal Property tax bills will be mailed on Friday, February 18, 2022. The Town will need to pay for postage and the shipping fees upfront in order for the printing company to distribute the bills.

Motion made by Mr. Jarvis to pay the cost immediately of postage and shipping in order for the Real Estate and Personal Property taxes to be mailed out by February 18, 2022. Mr. Henshaw seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Mr. Kube spoke on the Board of Zoning Appeals members. There are currently three members, but five members are needed.

Motion was made by Mr. Kube to recommend to the Circuit Court that Michelle Covert be reappointed to the Board of Zoning Appeals. Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Motion was made by Mr. Kube that Anthony Wade be recommended to the Circuit Court as a new member of the Board of Zoning Appeals. Mr. Jarvis seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Motion was made by Mr. Lawson to go into closed session 2.2-3711A8 for the discussion of the legal options for Ivy Lane and for the compensation of the Interim Town Manager and the performance of three specific Town employees. Mr. Henshaw seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

A corrected Motion was made by Mr. Jarvis to go into closed session 2.2-3711A8 for the discussion of the legal options for Ivy Lane and section 2.2-3211A1 for compensation of the Interim Town Manager and the performance of three specific Town employees. Mr. Henshaw seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Go back into open session

Motion was made by Mr. Jarvis to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Mr. Henshaw seconded. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Motion was made by Mr. Jarvis to approve the Interim Town Manager’s contract to be retroactive from January 18, 2022. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Motion was made by Mr. Jarvis to increase the Interim Town Clerk/Treasurer's pay by 10% to be retroactive to the beginning of the Interim Clerk/Treasurer appointment. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes

Motion was made by Mr. Lawson to adjourn the meeting. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Tony Henshaw – yes

Ed Kube – yes

Ed Jarvis – yes

David Lawson – yes