



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGeHee
Tony Henshaw
David Lawson
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, December 13, 2021
7:00 PM**

COUNCIL MEMBERS: Vice Mayor Tommy Runnett, Ed Jarvis, Ed Kube, Roy McGehee, Tony Henshaw, David Lawson

TELECONFERENCE: Andrea Erard; Town Attorney

ABSENT: Mayor Pam Harlowe

STAFF MEMBERS: Ron Chapman; Special Project Coordinator/Planner, Rebecca Snyder; Interim Town Clerk/Treasurer

PUBLIC: Chris Guerre, Jim Snider, Catherine Blair

Town of Mineral Council Meeting

The Vice Mayor opened the session with the Pledge of Allegiance.
The floor was opened for Public Comment.

Chris Guerre thanked the Town for handling the stop sign at E. Lee and Cecelia. He mentioned the condition of a derelict house at 98 St. Cecelia Avenue, creating issues and safety concerns such as vermin and vultures surrounding the residence. He further mentioned that the dumpster at Luck Field is being used by residents and not being emptied, causing an eye sore and unsanitary conditions. Mr. Guerre also addressed the response to an earlier submission to Council, provided by the Town attorney in which he states facts were “intentionally misrepresented”.

There were no other speakers, Vice Mayor Runnett closed the public comment section.

Motion was made by Mr. Kube to approve the agenda. Seconded by Mr. McGehee. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Motion was made by Mr. Lawson to approve the December Bills to be Paid. Seconded by Mr. Henshaw. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Discussion was had regarding Tax Tickets, and the date payment would be required before late fees are assessed. It was proposed that we have a Public Hearing to amend the due date of the taxes. Mr. Lawson suggested that we amend the date that late fees are assessed, and not change the due date, allowing a longer grace period. At the advice of the Attorney, it was decided that is not an option.

Motion was made by Mr. Kube to approve a Public Hearing regarding a change to the due date of taxes for this year only. Seconded by Mr. Jarvis. Motion was passed (4-1-1).

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis – yes

David Lawson – no

Ed Kube - yes

Tony Henshaw - abstained

Audit Committee Report: Mr. Kube reported that they are addressing the four issues reported by the audit. The employee handbook should be ready for September.

Beautification Committee Report: Mr. Kube reported that next year he would like to see all of the Snowflakes used and to potentially add more.

Cemetery Committee Report: Vice Mayor Runnett reported that pre-holiday clean up has been completed by Lewis Keller. He also reported that the trimming of overgrowth was being completed.

Communications Committee Report: It was reported by Ron Chapman that the website updates were still in progress and that his first training session with the developer had been completed. The Zoom Conference Room is scheduled to be online and operable before the January meeting.

Personnel Committee Report: Mr. Kube mentioned the need to review and adopt the new Employee Handbook and would like Council to review the existing version and compare with the proposed version in order to adopt a new Policy in the near future. Mr. Lawson proposed to Council adoption of the existing State Holiday Schedule as the Holiday Schedule for Town Employees. It was also reported that both the Town Manager and Town Clerk/Treasurer employment opportunities have been listed.

Motion was made by Mr. Lawson to adopt the 2022 State Holiday Schedule. Seconded by Mr. Henshaw. Motion was passed (5-1).

Tommy Runnett – yes

Tony Henshaw – yes

Ed Jarvis – yes

David Lawson – Yes

Roy McGehee – yes

Ed Kube - no

Streets Committee Report: Mr. Runnett reported that the Chestnut Avenue extensions was approved by VDOT.

Water and Sewer Committee Report: Mr. Runnett reported that the former Project Manager is no longer with the company but the project is moving forward.

Planning Commission Report: Jim Snider; Chairman of the Planning Commission, spoke briefly regarding the desire of the Planning Commission to define its scope and the terms of office for each Commission member. He mentioned the need for the Town Code to clearly define the Commission and its responsibility.

The Town Attorney stated that it was not necessary and that we needed to keep the Town Staff focused on priority tasks.

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

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson - yes