



Town of Mineral
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Pam Harlowe, Mayor
Ed Jarvis
Ed Kube
Roy McGehee
David Lawson
Tommy Runnett
Ti-Lea Austin, 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, July 12, 2021
7:00 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Ed Jarvis, Edward Kube, Roy McGehee, Tommy Runnett, David Lawson

PRESENT: Andrea Erard; Town Attorney

STAFF MEMBERS: Ti-Lea Austin; Town Manager Lisa Yates; Town Clerk

PUBLIC: Joseph Haney, Shannon Hawkins; DMV employee

Public Hearing: Zoning Ordinance Residential Limited changes:

There was not a quorum. The public hearing will be readvertised for next month's meeting.

Public Hearing on Ordinance Clutter:

Mayor Pam Harlowe opened public hearing.

There were no public comments.

Mayor Pam Harlowe closed public hearing.

Adopt/Amend July 2021 Agenda:

**Motion made by Mr. Runnett to approve the June 2021 agenda as amended.
Seconded by Mr. Lawson. Motion passed with a unanimous vote.**

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Approval of the June 14, 2021 Minutes:

**Motion made by Mr. Runnett to approve the June 14, 2021 minutes as amended.
Seconded by Mr. Kube. Motion passed with a unanimous vote.**

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Approval of the June 28, 2021 Minutes:

**Motion made by Mr. Runnett to approve the June 28, 2021 minutes as presented.
Seconded by Mr. Jarvis. Motion passed with a unanimous vote.**

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Approval of the July 2021 Bills to be paid:

Motion made by Mr. Runnett to approve the July 2021 bills to be paid as presented. Seconded by Mr. Lawson. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Town Manager’s Report: In addition to the Town Manager report, the Town Manager stated that the water tank has had its annual cleaning and everything looks good. The water deposit refunds are being processed, with over 200 being done and approximately 90 still needing to be processed.

Town Attorney’s Report: The Town Attorney reported it is possible under state law to reduce the planning commission to five members which would make it easier to get a quorum, if that is something that the Council would like to consider.

Standing Committee Reports:

Auditor Committee: Mr. Kube reported he will stay in touch with Robinson Farmer and Cox to make sure they provide us with their recommended version of the employee handbook update and updated job descriptions. Discussion was had on what the status was on the new accounting software.

Beautification/Anti-Litter Committee: Mr. Kube reported that he is going to check on the cost of banners to place up and down Mineral Avenue. A volunteer is needed for the Town sign flower bed that Mr. Warlick had previously been maintaining.

Building Committee: Mr. Kube asked the Town Manager what the status was of the occupancy of old Town Office building. She confirmed that they are still paying rent and there is a sign on the door that reads please wear face masks.

Budget & Finance Committee: Mr. Runnett reported that a special meeting was held by the Budget & Finance Committee, and everything balanced out. He stated there will be money from budget year 2021 that will need to be moved to 2022 budget.

Cemetery Committee: Mr. Runnett reported that the grass was starting to brown out. There has been no reply from the contractor that was awarded the bid to do work at the Cemetery. The Town Manager stated she would reach out to another contractor.

Communications Committee: Mr. Kube stated he was working on two particular items. One was the web page for the Town that needs updating, and two a communication system for the Council chambers and the foyer so we can communicate better with people virtually and in the foyer. Mr. Kube confirmed that the new Town employee Ron Chapman will be the liaison for updating and maintaining the Town web page.

Economic Development Committee: No report.

Personnel Committee: No report.

Planning Commission Committee: No report. Discussion was had on changing the Zoning Code for the Planning Commission.

Police and Legal Matters Committee: No report.

Streets Committee: Mr. Runnett reported on the road work that was not done from 2nd Street to the end of Albemarle Avenue and from the Town limits over to 3rd Street and Piedmont Avenue. Because the monies were carried over from VDOT but no action was taken to reallocate it through the Board of Supervisors, so the Town needs to go back and get them to reallocate the money. Then VDOT said we can put it back on for next year.

Water & Sewer Committee: Mr. Runnett reported that the water leak at 3rd Street and Piedmont Avenue will be worked on this week. Mrs. Dodd has pointed out that her driveway needs repair from water/sewer repairs that were done by the Town years ago.

Old Business:

Rollin Wheels: The Town Manager talked to Rollin Wheels about cleaning up around their business, and they have removed some vehicles. Discussion was had on how to communicate, and to who, to get the rest of the clutter picked up.

Closing of the alley near Kermit Greene's residence was discussed.

Motion made by Mr. Runnett to have a public hearing to close the alley on half of the block that Kermit Greene lives on. Seconded by Mr. McGehee. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Clutter Ordinance: Mr. Lawson requested that the lawyer explain to him what the definition of clutter was. The Town Attorney responded that clutter is more intended for miscellaneous house hold items and not vehicles and such.

Motion made by Mr. Kube for a revision to the ordinance to include clutter. Seconded by Mr. Jarvis. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Town Charter: Mr. Jarvis stated that there has been talk as to why the Town still has a Charter since the Town does not have a police force, school system or court system. At last month’s Council meeting it was voted to pass the budget that went over a million dollars. If the Charter is annulled the things that the Town owns would be given to the County. Other changes would include no longer having a Town Council and no longer having Town taxes to collect. Mr. Jarvis volunteered to contact the County and he will let Council know when a meeting is scheduled.

Motion made by Mr. Jarvis to start action to annul the Town of Mineral charter for the purposes of no longer being a town incorporated. Mr. Runnett seconded the motion. Motion passed (3-2-0).

Ed Jarvis – yes

Ed Kube – no

Roy McGehee – yes

David Lawson – no

Tommy Runnett - yes

Check signing/audit finding:

Mr. Jarvis recommended alternating check signatures by Council Members every two months.

Motion made by Mr. Runnett to require one signature from a town employee and one from a Council Member when signing checks.

Mr. Runnett withdrew his motion and the floor was opened for further discussion.

Motion made by Mr. Kube to hold a public hearing to establish that all checks for the Town are to be signed by two people. That the Town Treasurer sign all checks, except in her absence the Town Manager can sign, and the second signature will be signed by the Mayor, or the Vice Mayor, in the Mayor's absence. Seconded by Mr. Lawson. Motion passed (4-0-1).

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis – abstain

David Lawson – yes

New Business:

DMV operations: Shannon Hawkins reported that after some discussion with the DMV clerks and DMV not wanting customers to wait in line for hours at a time or waiting in their cars, it was decided they would like to change to appointments, versus the first come first serve basis. Shannon also reviewed with Council the different software options that are available that can be utilized to change to appointment only. Discussion was had on how to advertise the change and which appointment system to use.

Motion made by Mr. Lawson to move to an appointment system for services for the DMV Select Office effective Monday, August 2, 2021. Seconded by Mr. Runnett. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Derelict properties: Mr. Kurtz wanted to know if his property was cleaned up once, will he have to keep it cleaned up from now on. The owners of the property by the Little League ball field, are waiting on the Zoning Ordinance change. If it passed tonight, they were going to come in tomorrow with an application to start fresh, according to Councilman Runnett.

Resignation of Dr. William Thomas:

Motion made by Mr. Jarvis to accept Dr. William Thomas resignation. Seconded by Mr. McGehee. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Motion made by Mr. Jarvis to appoint Tony Henshaw to Council to fill Dr. William Thomas seat. Mr. Lawson seconded. Motion passed (4-0-1).

Ed Jarvis – yes

Tommy Runnet - yes

Roy McGehee - yes

Ed Kube - abstain

David Lawson - yes

Motion by Mr. Jarvis to appoint Mr. Runnett to Vice Mayor. Seconded by Mr. Lawson. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Motion made by Mr. Lawson to go into closed session 2.2-3711(A)(1) for the discussion of the annual performance goals of the Town Manager. Seconded by Mr. Kube. Motion passed with a unanimous vote.

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

**Motion by Mr. Jarvis to go back in open session. Seconded by Mr. McGehee.
Motion passed with a unanimous vote.**

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes

Certification that only what was announced was discussed.

Pam Harlowe-yes

Roy McGehee – yes

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Adjourn:

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

Ed Jarvis – yes

David Lawson – yes

Ed Kube – yes

Tommy Runnett – yes

Roy McGehee – yes