



Town of Mineral
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Pam Harlowe, Mayor
Ed Jarvis
Edward Kube
Roy McGehee
David Lawson
Tom Runnett
Tony Henshaw
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 TOWN COUNCIL MEETING

MINUTES

**Tuesday October 12, 2021
7:00pm**

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

PRESENT: Andrea Erard; Town Attorney

TELECONFERENCE: Ti-Lea Austin; Town Manager

STAFF MEMBERS: Lisa Yates; Town Clerk, Ron Chapman; Specials Projects Coordinator/Town Planner, Shannon Hawkins; DMV Supervisor

PUBLIC: Joseph Haney, Christopher Guerre, Catherine Nipper, Jim Snider

Public Comments: Catherine Nipper of 301 West Fourth Street commented on the quality of the recordings taken at the Town Council Meetings and how hard it is to understand what is being said. She also questioned why there are no agendas or minutes available to her for other committees the town has. As a citizen she would like to see what has been talked about and what is going on. She had a complaint regarding a speeder on Fourth Street and suggested that there be a speed limit speed machine placed

in Town from the Sheriff's Department. Council confirmed that all side streets are 25 mph.

Motion made by Mr. Kube to have the Streets Committee look into notifying VDOT officials in helping to get people to stop speeding. Seconded by Mr. Runnett. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Christopher Guerre spoke to the Council on several different subjects including the Town Code and Town Charter as well as the Council Meeting Minutes.

Adopt/Amend October 2021 Agenda:

Motion made by Mr. Kube to approve the October 2021 agenda as presented. Seconded by Mr. Runnett. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Approval of the August and September, 2021 Minutes:

Neither monthly minutes are available at this time.

Approval of the October 2021 Bills to be paid:

Motion made by Mr. Lawson to approve the October 2021 bills to be paid as amended. Seconded by Mr. Kube. Motion passed with a unanimous vote.

Tommy Runnet – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Town Manager's Report: No report

Town Attorney's Report: In regards to VDOT and the speeding situation, the Town Attorney suggested to Catherine Nipper that in her experience VDOT tends to respond better to citizens complaints than complaints from the locality. The Town will follow up. Also, the Town Attorney requested a closed session so she can provide legal advice on a specific matter.

Standing Committee Reports:

Auditor Committee: no report

Beautification/Anti-Litter Committee: The Farmers Market is over at the end of October and is having stone soup the last Saturday and inviting everyone to come over. Bishop Moore will be selling is BBQ sauce during the winter months at his church.

Building Committee: no report

Budget & Finance Committee: no report

Cemetery Committee: The bushhogging has been finished but it is too wet to get the tractor out there as of now.

Communications Committee: Ron Champman reported he is close to being done with the major overhaul of the website content, color scheme and spelling errors have been done, currently he is working on updating the artwork and pictures around town.

Economic Development Committee: no report

Personnel Committee: Dave Lawson welcomed Ron Chapman aboard to his new job position as Special Projects Coordinator/Planner.

Planning Commission Committee: Mr. Snider reported that the Planning Commission has not met yet.

Police and Legal Matters Committee: No report

Streets Committee: Mr. Henshaw would like Council to consider extending the sidewalk from Millers Market to Walton Park as there has been an increase in foot traffic.

Water & Sewer Committee: Mr. Runnett reported they are spending a lot of money but TriState came in and did all the cutoffs and is finishing up now. He will make a follow up call in the morning. He also followed up with Utility Services and will give a date at the end of this month as to when they can come and make a presentation. Utility Services is the company that maintains the water tower.

Old Business:

DMV Service: Shannon Hawkins, DMV Supervisor, reported she did not see a problem with taking walk ins on Tuesdays and Thursdays, but she would like to implement it on November 1, 2021. She would like to work with Ron Chapman to adjust the appointment schedule accordingly.

Motion made by Mr. Lawson to change the DMV office schedule to Mondays, Wednesday and Friday will be appointment only and will accept walk ins on Tuesdays and Wednesdays, beginning November 1. Shannon will manage the conversion of the website and necessary postings. Seconded by Mr. Runnett. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Town Code update: Ron Chapman reported that he signed on to a training webinar which will walk him through with what he needs to do as a Town, once the Attorney has written the code, such as ordinances. Discussion followed.

New Business:

FOIA training: The Town Attorney reported that the Freedom of Information Act says that everything the Town does is intended to be open whether it is a meeting or a committee meeting, or the records. In terms of meetings, a notice has to be posted three business days prior to the meeting. A notice of the meeting needs to be posted at the Town Office, and that all documents that are prepared in the operation of the Town Hall are public records. A meeting is when three Council members are together and discussing the transaction of public business anywhere.

Job descriptions: Mr. Lawson reported that included in the packets this evening are revised proposed job descriptions from RFC for the Town Manager, Town Clerk/Treasurer and Water System Operator positions. Mr. Lawson requested that the Council approve the three job descriptions this evening.

Motion made by Mr. Lawson to approve the job descriptions for Water System Operator, Town Clerk/Treasurer and Town Manager as presented. Seconded by Mr. Kube. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

A/V tech proposal: Mr. Kube reported that he was looking at upgrades to make it more advantageous to the Town and the audience to hear better in the Council Chamber. Ron Chapman went in to detail what different options were available to the Town. Discussion followed.

Motion was made by Mr. Kube that this proposal submitted tonight for the upgrade for the Council Chamber and overflow rooms and the eight Chrome Books be considered by this Council at the January meeting after reviewing budget, and he asked that we notify the company that is being considered to try to keep available the opportunity to fulfill this in January 2022. Seconded by Mr. Runnett. Motion was withdrawn by Mr. Kube and Mr. Runnett following discussion of the budget review reconciliation.

Motion made by Mr. Lawson to approve the audio and visual upgrade as proposed by A/V in the amount of \$9,199.98. Seconded by Mr. Jarvis. Motion passed (5-1).

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee - no

Motion made by Mr. Kube to proceed with the purchase of eight Chrome Books to be purchased out of the Capital fund in the amount of \$2,931.76. Seconded by Mr. Jarvis. Motion passed (4-2). Motion passed

Tommy Runnett – yes

Tony Henshaw – yes

Ed Jarvis- yes

Roy McGehee –no

Ed Kube- yes

David Lawson - no

Motion was made by Mr. Jarvis to go into closed session 2.2-3711(A)(8) for legal advice regarding when a writ of elections is required voting requirements by Council under state law and the requirements of the transaction of business. Seconded by Mr. Kube. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Motion made by Mr. Runnett to go back in open session. Seconded by Mr. Jarvis. 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

Certification that only what was announced was discussed.

Pam Harlowe - yes

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Motion made by Mr. Kube that the Town respond in writing in the near future to Mr. Guerre concerning his verbal and written FOIA requests for information from the Town of Mineral. Seconded by Mr. Lawson. Motion passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes

Adjourn:

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

Tommy Runnett – yes

Roy McGehee – yes

Ed Jarvis- yes

Tony Henshaw – yes

Ed Kube- yes

David Lawson - yes