



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, January 10, 2022  
7:00 PM**

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

**STAFF MEMBERS:** Andrea Erard; Town Attorney, Ron Chapman; Special Projects Coordinator/Planner,

**Public:** James Snider, Blair Nipper, Joseph Haney

### **Town of Mineral Council Meeting**

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

The Mayor opened the floor for Public Comments

Mr. Jarvis spoke in regards to the power outage, possibly using the Town Hall as a warming center should the Town have a another outage lasting several days.

**Motion was made by Mr. Jarvis to adopt the agenda. 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 Council Meeting Minutes**

The previous Town Council Meeting Minutes which were provided to Council at the beginning of the meeting were briefly discussed. It was decided to table the discussion to allow the Council time to read over all of the minutes before making a motion to accept them.

### **Approval of Bills to be Paid**

**Motion was made by Mr. Jarvis to approve the January Bills to be Paid. Mr. Lawson seconded. 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**

### **Town Attorney Report**

Ms. Erard informed the Council of the Governor’s Declaration of a State of Emergency in regards to COVID. It was advised that the Town could declare a local State of Emergency. The benefit would be additional hospital funding and some staffing cost reimbursement and while allowing some leeway on government functions.

**Motion was made by Mr. Runnett to declare a local State of Emergency. Mr. Lawson seconded. The 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**

## **Standing Committee Reports**

Beautification/Anti-Litter Committee: no report

Building Committee: no report

Budget and Finance Committee: no report

Cemetery Committee: no report

Communications Committee: no report

Economic Development Committee: no report

The Personnel Committee updated the COVID policies, specifically the Return to Work Policy.

The Mayor asked Council to review the employee Holiday Schedule. After discussion, Council decided the holiday schedule would remain as voted on during the December Council meeting.

The Mayor alerted the Council that an ordinance and a public hearing is needed to change the date of the elections in the Town of Mineral.

**A motion was made by Mr. Runnett to approve advertising a Public Hearing to change the date of the election to November, as required by the State of Virginia. Mr. Kube seconded. 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**

The Council explored the option of changing the day of the regular monthly Council Meeting. The decision was made to leave the Meeting schedule as it stands.

The Planning Commission discussed amending their legislation by Ordinance. The Planning Commission would consist of five members and two ex officio members; one from the Town Council and one being the Planner.

**A motion was made by Mr. Jarvis to advertise for a Public Hearing to vote on the Ordinance change to the Planning Commission. Mr. Henshaw seconded. The 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**

Mr. Lawson discussed the need to appropriate the second half of the annual budget.

**A motion was made by Mr. Lawson to appropriate the second half of the annual budget. Mr. Kube seconded. The 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 go into closed session 2.2-3711A8 for the discussion of hiring an Interim Town Manager. Mr. Jarvis seconded. 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**

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

**Tommy Runnett – yes**

**Ed Jarvis – yes**

**Ed Kube – yes**

**Roy McGeHee - yes**

**Tony Henshaw - yes**

**David Lawson - yes**

