



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGeHee
Tony Henshaw
David Lawson
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

M I N U T E S

**Monday, September 13, 2021
7:00 PM**

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

TELECONFERENCE: Andrea Erard, Town Attorney

STAFF MEMBERS: TiLea Austin; Town Manager, Ronald Chapman; Town Employee, Shannon Hawkins; DMV Employee

PUBLIC: Chris Guerre, Catherine Blair, Lloyd Runnett

Town of Mineral Council Meeting

The Mayor opened the session with the Pledge Of Allegiance.
The floor was opened to remarks from the public.

Mayor Harlowe called the Public Hearing regarding Planning Commission Members to order. No public Comments. Public Hearing was closed.

Mayor Harlowe called the public hearing to order regarding adding federal funds to the budget. No public comments, Public Hearing was closed.

Mayor Harlowe opened the meeting to Public Comments.

Chris Guerre spoke to the Town ministerial duties including providing packets and agendas to residents at the same time they are made available to Town Council. He stated that the Town is in violation of the Freedom of Information Act on several points. The Town attorney asked which ones, to which Mr. Guerre offered to meet with the attorney to discuss.

Lloyd Runnett requested that the Council approve a road name change inside Walton Park from E.6th Street to Budgie Lane.

Motion was made by Mr. Lawson to approve the name change from E. 6th Street to Budgie Lane. Seconded by Mr. Jarvis. Motion was passed (4-1-1).

Ed Jarvis - yes

David Lawson – yes

Ed Kube – yes

Roy McGehee – no

Tony Henshaw - yes

Tommy Runnett - abstained

The Chamber of Commerce made a presentation regarding the agenda of events for Louisa County.

Motion was by Mr. Kube to approve the agenda. Seconded by Mr. Runnett. 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

A discussion was had to approve minutes from August, but at advice from the Attorney, action was continued based on missing information regarding the Planning Commission and what motions were made in the minutes.

Attorney Report: Ms. Erard reported that there were new mandates regarding employers handling Covid19. She stated that there were fines (per day) based on non compliance. The Town is required to have a Covid specific Return to Work Policy, A policy for anonymous reporting of violations to the Covid protocols, we must provide hand sanitizer and cleaning supplies for all employees, and that ALL employees must wear a mask while inside the building. Workplace Hazard Assessments must be completed per department, and updated regularly. The Town Attorney will work with the Town Manager to assure compliance with the new mandates. In the absence of the Manager the attorney will work with the Personnel Committee.

Mr. Lawson asked about a vaccination requirement, and Ms. Erard stated that there is currently no mandate, but the Town can take steps to require all employees to be vaccinated.

Motion was made to approve bills as presented by Mr. Lawson. 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

Beautification Committee: Mr. Kube brought up the condition of the plants and shrubs in front of the mural located at the Farmers Market. Discussion was had as to whether the Town would handle the clean up, or the property owner. Mr. Runnett stated that he feels the Town should not send employees on to private property to maintain without billing them, as it puts us in a gray area.

Cemetery Committee: Mr. Runnett would like to go with the second proposal for maintenance on cemetery grounds, as the first vendor had not replied. It was mentioned that we would send a maintenance member to clean up around the Columbarium if we could not get the maintenance done quickly.

Water and Sewer Committee: Mr. Runnett reviewed the remainder of the upgrades and improvements needed to the water and sewer system, and proposed that we move in to phase 2 and 3, completing the sewer system upgrade. He further requested that the Council approve awarding the contract to Tri State Utilities, not to exceed \$306,108.00

Motion was made by Mr. Runnett to approve the expenditure and award the contract as mentioned above. 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

Scope of work, and timeframe will be updated at a later date.

Personnel Committee: Mr Kube informed Council that there were three job descriptions being reviewed and hopefully adopted tonight under new business, and advised Council that the Employee Handbook will need to be reviewed and edited as well, and considered for adoption at a later date. D. Lawson suggested that the Council take time to review and suggest edits, and return feedback to the Personnel Committee NLT October 8, 2021.

Audit Committee: Mr. Kube made a motion to pay Robinson Farmer & Cox the total amount of the current invoice. Seconded by Mr. Runnett. 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

Mayor Harlowe stated that the Town would need to hold a Public Hearing in regards to water deposits being refunded. Discussion followed, being advised by the Town Attorney that the deposit was created by ordinance, so to refund it we would have to pass an additional ordinance.

Motion was made to hold a Public Hearing regarding Water Deposits by Mr. Lawson. Seconded by Mr. McGehee. Motion was passed with a unanimous.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis – yes

Tony Henshaw – yes

Ed Kube – yes

David Lawson – yes

Mr. Chapman spoke requesting that the Town Council recognize the Mineral Historic Foundation as the leading authority for the preservation and protection of Historic fact in the Town. The presentation included long term goals and short term goals.

Motion was made by Mr. Jarvis to recognize the Mineral Historic Foundation as the leading authority of Historical Preservation. Seconded by Mr. Runnett. 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 Town Attorney informed the Council that we would need a motion to amend the budget, adding Federal Funds to the overall budget.

Motion was made by Mr. Runnett to amend the current budget by adding federal funds. Seconded by Mr. Lawson. Motion was passed with a un animous vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis – yes

Tony Henshaw – yes

Ed Kube – yes

David Lawson – yes

Jim Snider, Chairman of the Planning Commission, spoke to lower the number of members on the Planning Commission to seven total.

Motion made by Mr. Runnett to change the number of total members on the Planning Commission to seven. 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

Mr. Kube spoke on behalf of the Personnel Committee to adopt and approve the job descriptions of the DMV Manager, DMV Clerk, and Special Projects Coordinator. Discussion followed regarding specific job duties and responsibilities. It was suggested by Mr. Lawson to change the job description title to DMV Supervisor versus Manager, upon the recommendation of the Town Manager.

Motion was made by Mr. Kube to approve as amended the job descriptions of the DMV Supervisor and DMV Clerk. Seconded by Mr. Lawson. 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 adopt the position and job description of Special Projects Coordinator and Planner as amended. Seconded by Mr. Kube. 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

Mayor Harlowe brought up the Mineral Mercantile wanting to have an event in the grass between the building, and why was the Town requiring a peddlers license for each vendor that she had involved. The Town Manager, T. Austin, stated that she did not see a difference between the peddlers who set up in Millers Market, and the event that the Mercantile was planning - and we needed to charge them all, or charge none at all. Mayor Harlowe stated that the “peddlers” in Millers Market parking lot did not already have a business license in Town, and if anything should be charged a one-time event license.

Motion was made by Mr. McGehee to refund the peddlers fees to those who set up outside Millers Market. Seconded by Mr. Runnett. Motion was passed.

Tommy Runnett – yes

Roy McGeHee - yes

Ed Jarvis – abstained

Tony Henshaw – yes

Ed Kube – yes

David Lawson – yes

Motion was made by Mr. Runnett to adjourn the meeting. 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

The Mayor adjourned the meeting.