



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGehee
Tony Henshaw
David Lawson
Reese Peck, Interim 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, March 14, 2022
7:00 PM**

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

STAFF MEMBERS: Reese Peck; Interim Town Manager, Andrea Erard; Town Attorney, Shannon Hawkins; DMV Supervisor, Rebecca Snyder; Acting Town Clerk/Treasurer

PUBLIC: Blair Nipper, Chris Guerre

Town of Mineral Council Meeting

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

Mayor Harlowe opened the floor to public comments.

Blair Nipper of 301 West Fourth Street, began her public comments by asking if the Town Manager runs the day- to-day tasks of the Town employees. She also asked after the previous Town Manager resigned,

who ran the day-to-day tasks of the Town employees. Ms. Nipper continued to ask who was responsible to assure the Real Estate tax bills were correct before they were mailed to residents. Mayor Harlowe answered, the tax bills came from Louisa County. Ms. Nipper explained her concerns of a discrepancy between Louisa and the Town of Mineral's assessment of the real estate value, further saying that everyone's tax information is wrong.

Chris Guerre of 80 Saint Cecilia Avenue explained his concerns that the Real Estate tax bills are wrong in regards to the land value and building value. He continued to explain the Personal Property tax bills are wrong in regards to the tax relief rate of 48%. Mr. Guerre spoke of the Virginia Code that says the time the bills are mailed out the due dates must have at least two weeks between the dates. Mr. Guerre went on to speak of the properties near his place of residence; the old school house and the building on 98 Saint Cecilia Avenue. He inquired if there are liens on the buildings. He detailed his research at the Courthouse on finding lien information on both buildings.

Roy McGeHee of 714 Saint Frances Avenue explained how he never received his Personal Property bill in the mail and had to come to the office to pick it up. He also explained how the Town needs to send the tax bills to the mortgage companies. In his 35 years of living in the Town of Mineral, he never has had this much trouble with the tax bills.

Motion was made by Councilman Runnett to approve the agenda for the March 14, 2022 Town Council Meeting as presented. Seconded by Councilman 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

Approval of Council Meeting Minutes

Councilman Kube reviewed the Town Council Meeting Minutes for the month of January 2022 and suggested the necessary corrections.

Motion was made by Councilman Kube to approve the January 10, 2022 Town Council Meeting Minutes. Seconded by Councilman 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

Councilman Kube reviewed the Town Council Meeting Minutes for the month of February 2022 and suggested the necessary corrections.

Motion was made by Councilman Kube to approve the February 14, 2022 Town Council Meeting Minutes. Seconded by Councilman Henshaw. Motion was passed (5-0-1).

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee - abstain

Approval of Bills to be Paid

Rebecca Snyder presented the Bills to be Paid report for the month of March and answered questions regarding a few of the invoices.

Motion was made by Councilman Jarvis to approve the March Bills to be Paid, Councilman Runnett 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 Manager and Staff Reports

The following staff reports were presented to the Council:

Acting Town Clerk/Treasurer report presented by Mrs. Rebecca Snyder

Interim Town Manager report presented by Mr. Reese Peck

DMV Supervisor report presented by Ms. Shannon Hawkins

Town Attorney Report

The Town Attorney, Ms. Andrea Erard, spoke on the previous question whether ‘No Trespassing’ signs are allowed to be set up at Luck Field. Yes, the signs are allowed to be posted. Verbiage should be clear to exclude games or other recreational purposes. Ms. Erard further explained the US Supreme Court has signed ordinances of content neutral with the example of political signs, the size can be regulated but what is said on the sign cannot be regulated. The decision was made to table the sign for Luck Field until next month to allow time to reach out to the Little League coaches to gain information on their game schedules.

Standing Committee Reports

Auditor Committee Report presented by Councilman Kube. At this point, a date has not been given when the auditors will begin to examine the Town's finances. The paperwork the auditors need to begin the process has been collected and delivered. The audit should begin one month after the needed paperwork has been received and the process will take one and a half months to complete.

Beautification/Anti-Litter Committee was presented by Councilman Kube. April is Beautification month and the Farmer's Market will start in May. An effort will be made for litter control and mulching the grounds.

Building Committee report was presented by Councilman Jarvis discussing the Old Town Hall building. Trash was left behind that needs to be cleaned up as well as scratch marks on the floors from chairs. The furnace has been serviced and tuned up. The thermostat has been set to 60 degrees to avoid humidity causing damage to the plaster. There has been interest in renting the building but at this point the Town is still waiting for a new tenant to rent. Advertising for the building being up for rent is too expensive at this time.

Budget and Finance Committee: no report

Cemetery Committee report presented by Councilman Runnett. The mowing season for the cemetery will start next week. The website has been updated to ask families to remove decorations that are placed on the ground, any decorative pieces that are attached to the headstones or held by vases are permitted to remain at the cemetery sites. Facebook needs to be updated with the same message as the website.

Communication Committee report presented by Councilman Kube discussing the Town website. Next year's budget will include upgrading the website. The sound system in the conference room will be set up and used starting next month.

Economic Development Committee presented by Councilman Lawson explaining the owners of the new coffee shop in Town are moving forward with their plans.

Personnel Committee: no report

Planning Commission report presented by Mr. Jim Snider. The monthly meetings have been moved to the third Thursday of each month starting at 6:30 pm. The new meeting schedule has been posted on the bulletin board outside the Town Office.

Police and Legal Matters Committee report presented by Councilman Runnett. The building across the street from Miller's Market is in the process of being cleaned up by the owner and may be put up for sale. This site is zoned for commercial use and therefore could potentially attract a new office to go into business in the Town. The Town is waiting on plans for the demolition of the abandoned house at 98 Saint Cecilia Avenue. Councilman Runnett will follow up with the owner of the property.

Streets Committee report presented by Councilman Runnett. The tree at Mrs. Seay's property has been taken care of. Mayor Harlowe and Councilman Runnett have sent a letter to Jamie Glass at VDOT requesting three items to be addressed in the Town, including the 'Do Not Block' sign at the traffic light be moved due to near-missed rear end accidents. Yellow traffic barriers have been requested by the Express Lane to prevent vehicles from cutting off other vehicles at the intersection. Lastly, sections of Piedmont Avenue and Albemarle be graded and graveled.

Water and Sewer Committee presented by Councilman Runnett expressing the concern over the bills from the Louisa County Water Authority. Councilman Runnett will discuss the water usage bill with the Authority. The report continued with an explanation of the Saint Frances Pump Station, searching the man holes for the problem areas. He also described a 40-year-old installation of water lines that now has a four-foot-long root ball interfering with the line. The Town has gotten to the point that if Roto Router is unable to find the source of the water problems, Virginia Contractors will be called to dig up the problem areas to find the exact locations of the leaks. Finally, Councilman Runnett told the Council the old water meters were sold to the Salvage Yard for \$1,800. The check will be applied to the Water and Sewer account.

Old Business

There will be a Public Hearing next month for the Planning Commission and to change the election from May to November.

New Business

All bank accounts need to have the bank cards updated to include the Mayor; Pam Harlowe, the Vice Mayor; Tommy Runnett, the Town Clerk/Treasurer; Rebecca Snyder and the Town Manager; Reese Peck.

Motion made by Councilman Runnett to have the signature cards on all accounts only include Mayor Pam Harlowe, Vice Mayor Tommy Runnett, Town Clerk/Treasurer Rebecca Snyder and Town Manager Reese Peck. Seconded by Councilman 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

Mr. Reese Peck spoke on the health insurance renewal for the Town employees. The two plans he reviewed were the Premium plan and the Key Advantage 500. Mr. Peck recommends the Council select the Key Advantage 500 plan with the savings going towards the salary cost for the employees. Councilman Lawson concurred with the recommendation.

Motion made by Councilman Lawson to adopt the Key Advantage 500 Health insurance plan for the Town employees. Seconded by Councilman 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

Motion made by Councilman Runnett to appoint Reese Peck, Interim Town Manager, as Zoning Administrator and have this job duty added to the Town Manager Job Description. Seconded by Councilman 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

Motion made by Councilman Lawson to adopt the budget schedule for Fiscal year 2022-2023 as presented and equalizing the tax rate for the real property taxes. Seconded by Councilman Runnett. Motion passed (3-0-3).

Tommy Runnett – yes

Ed Jarvis - abstain

Roy McGehee- yes

Ed Kube - abstain

David Lawson- yes

Tony Henshaw – abstain

Resolution made by Councilman Lawson for the prepayment of routine and/or recurring bills before authorization by Town Council to avoid late fees. Seconded by Councilman Jarvis. Resolution 2022-01 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 Councilman Kube to go into closed session 2.2-3711(A)(8) for consultation with legal counsel regarding four specific matters requiring the provision of legal advice – 1) Personal Property and Real Estate tax due date, penalty, and interest, 2) liability of the Mayor and Town Council, 3) VRS requirements and 4) 2.2-3711(A)(1) for the discussion of the performance and compensation of two specific employees. Seconded by Councilman Henshaw. Motion 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 Councilman Lawson to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Seconded by Councilman 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

Resolution was made by Councilman Jarvis concerning the roles and responsibilities of the Town Manager. Seconded by Councilman Lawson. Resolution 2022-02 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 Councilman Kube to adjourn the meeting. Seconded by Councilman 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

**RESOLUTION 2022-01
AUTHORIZING PAYMENT OF BILLS**

WHEREAS it is necessary for bills related to the operation of the Town of Mineral so as to avoid penalties and late fees; and

WHEREAS the Mineral Town Council wants to authorize the Town Treasurer to pay the Town's bills in a timely manner rather than wait for formal approval by the Town Council.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on March 14, 2022 that the Town Treasurer is authorized to pay routine bills associated with the operation of the Town, as well as the cost of special projects that were previously approved by the Town Council, provided that the bills were approved as part of the current budget, and provided that the bills are then presented to the Town Council for formal authorization at the next regular monthly meeting of the Mineral Town Council.

Resolution 2022-02
DEFINING ROLES AND RESPONSIBILITIES THAT WILL
CONTRIBUTE TO THE EFFICIENT AND COST-EFFECTIVE OPERATION
OF THE TOWN

WHEREAS the Mineral Town Council has hired a local government professional as the Interim Town Manager; and

WHEREAS the Mineral Town Council seeks to improve the operation of the Town for the benefit of the citizens; and

WHEREAS defining roles and responsibilities will contribute to the efficient and cost-effective operation of the Town.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on March 14, 2022 that the Town Manager shall be vested with the sole authority to direct staff on a day-to-day basis; and

BE IT FURTHER RESOLVED that neither the Mayor nor any member of the Town Council shall direct any member of Town staff to take any action unless requested by the Town Manager; and

BE IT FURTHER RESOLVED that the role of the Town Manager is to serve the Mayor and each member of the Council and since the Town Manager does not take sides, there shall be no discussion of past grievances or conflicts by the Mayor or any member of Council with the Town Manager; and

BE IT FURTHER RESOLVED that the Town Manager, as a local government professional, shall be permitted to prioritize the projects and work tasks that need to be completed based upon timelines and level of importance; and

BE IT FURTHER RESOLVED that the Town Manager will ensure that the Mayor and members of Council are kept informed as to the operation of the Town; and

BE IT FINALLY RESOLVED that the Town Manager shall have a weekly scheduled meeting with the Mayor and the Chairman of the Personnel Committee for thirty (30) minutes regarding substantive matters and that the remainder of communications between the Mayor, members of Town Council and the Town Manager shall generally occur at committee meetings, except for special projects that the Mayor, members of Council and the Mayor are involved in.