



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**

MINUTES

**Monday, August 9, 2021
7:00 PM**

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

STAFF MEMBERS: Ti-Lea Austin; Town Manager, Andrea Erard; Town Attorney, Ron Chapman; Town Employee

PUBLIC: Jonathan Vigon, Becky Vigon, Brian Thaler, Blair Nipper, Jessie Leake, Peggy Hairfield, Kenneth Gull, Tony Wade, C Guerre, Becky McGehee, Bill Proffitt, Nicole Proffitt, Susan Groome, Bob Coiner, Jim Snider, Andre Mechling, Tony Williams, and Jolyn Bullock

TELECONFERENCE: Roy Payne

Town of Mineral Council Meeting

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

Nicole Proffitt spoke about the recent vote by the Louisa County Board of Supervisors to defund the Rescue Squad in Mineral. She said she has relied on them in the past, and would hate to see them not be available. She also asked why she was refunded all of her water deposit other than \$25.00. She stated she was sorry to hear about the Town Charter

Bob Coiner (Mayor of Gordonsville) spoke of the value of having your own town. He posed the question “Why rush?” He postulated that no one cares about the Town like the Towns-people. If we want to see growth and improvement then we have to find ways to grow and improve. He mentioned that he is always available to help.

Becky McGehee spoke passionately of her opposition to dissolving the Charter.

Tony Wade stated that the heart of America is small towns. He asked where the ground swells, why the rush, he said it raises questions that need answers. He posed the question “Where do your loyalties lie?” He closed with the statement “Mineral deserves better”.

Susan Groom spoke that learning of this was like being hit by a bat. She loves a small town, and very passionately asserted if you want to see Mineral reemerge then get back to work.

Roy Payne spoke from the phone. His call to action was that everyone needs to act like adults. Name calling and yelling has never resolved anything. Each and every person can help improve the town. We need to make the industry want to come here. He called for the Council to stop acting like children and get to work.

Brian Thaler spoke specifically to those who did not attend the Special Session on July 22, 2021, these are the requests of the citizens, their words are resonating in Town Hall.

Ed Jarvis spoke, stating he had a family emergency the night of the Special Session and was unable to attend. He spoke of needing input from the citizens of the Town, and that he hoped this would spur some thought.

Tommy Runnett stated that this was not done hastily, but was done to get it on the table so that people would get involved, so that they would offer their input. He stated that his phone is always on, and any time anyone wants to talk they can reach out.

The Mayor closed the public session

The Mayor opened the floor for discussion of closing an alley.

There was no discussion, the Mayor closed the floor.

Mayor opened the joint public hearing between the Planning Commission and the Town regarding Restricted Limited / Zoning Change

The hearing was called to order by Chairman Jim Snider. Attending members were: Jim Snider, Andre Mechling, Tony Williams, Tony Henshaw, and Jolyn Bullock.

The topics that were discussed by Mr. Jim Snider included the lot size determining the size of the house as well as the Health Department improvements on sewage. Further discussion continued on the sizing footprints of homes in the Town as well as proposed reduction of lot size in the Restricted Limited Zoning Classification.

Motion made by Tony Williams to recommend adoption of the ordinance change. Seconded by Jolyn Bullock. Motion passed with a unanimous vote.

Jim Snider – yes

Andre Mechling –

yes Tony Williams – yes

Tony Henshaw – yes

Jolyn Bullock - yes

The Planning Committee Meeting was adjourned.

Motion made by Mr. Runnett to approve the change in Restricted Limited District, Ordinance 2021-05, recommended by the Planning Commission. Seconded by Mr. Jarvis. Motion 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 opened the Public Hearing regarding Check Signing

No one from the public addressed the subject. The Public Hearing was closed by the Mayor.

Mr. Kube discussed that one person from the Town and one person from Council should sign all checks. It was decided that the Town Clerk should sign all checks or the Town Manager in the Clerk's absence. As well as the Mayor should sign all checks or the Vice Mayor in the Mayor's absence.

Motion was made by Mr. Kube to adjust check signing protocols as stated above. Seconded by Mr. Henshaw. Motion was passed with a unanimous vote. Ordinance 2022-08

Tommy Runnett – yes

Roy McGehee –

yes Ed Jarvis – yes

Tony Henshaw -

yes Ed Kube – yes

David Lawson - yes

Discussion was had regarding the Town Charter.

Motion was made by Mr. McGehee to reconsider the motion made at the July 12, 2021 Town Council Meeting to continue dissolving the Town Charter. Seconded by Mr. Jarvis. Motion passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson – yes

Motion was made by Mr. McGehee to repeal the motion to dissolve the Town Charter. Seconded by Mr. Kube. Motion passed with a unanimous vote..

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson – yes

The Mayor asked for approval of the agenda

Motion was made by Mr. Runnett to approve the agenda. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson – yes

Motion was made by Mr. Runnett to approve the July 12th, 2021 regular Town Council Meeting minutes. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson – yes

Motion was made by Mr. Kube to approve the Special Session minutes held on July 22, 2021. Seconded by Mr. Lawson. Motion was passed (4-0-2).

Ed Kube - yes	David Lawson – yes
Roy McGehee - yes	Tommy Runnett -
abstain	Ed Jarvis - abstain

Discussion was had about the bills. It was discussed to move tree removal to maintenance and repair vs. beautification.

Motion was made by Mr. Runnett to approve the August bills to be paid. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yes	Ed Jarvis – yes
Ed Jarvis – yes	Tony Henshaw -
Ed Kube – yes	David Lawson - yes

Town Managers Report by Ti-Lea Austin (In addition to the written report submitted in the packet). The blinds inside the Council Chambers will be installed Thursday. Paving repairs are on schedule. It is tentatively to be three to seven weeks for repair of the air conditioner in Town Hall.

The Town Attorney Report by Andrea Erard : Ms. Erard addressed the \$25.00 water deposit. She stated we are entitled to charge a processing fee, but not a deposit on property owners. She also discussed the policy on signs, specifically political signs, being set up throughout the Town of Mineral and on Town Hall’s property.

Motion made by Mr. McGehee to close the alley on Eighth Street, Ordinance 2021-07. Seconded by Mr. Runnett. Motion was passed (5-0-1).

Tommy Runnett - yes	Roy McGehee -
yes	Ed Jarvis -yes
Ed Jarvis -yes	David Lawson - yes
Ed Kube - yes	Tony Henshaw - abstain

Motion made by Mr. McGehee to transfer the property of the alley closed and vacated by Ordinance 2021-07 be transferred to Kermit and Judith Greene. Seconded by Mr. Henshaw. Motion was passed (6-0).

Tommy Runnett - yes	Roy McGehee -
yesEd Jarvis -yes	David Lawson - yes
Ed Kube - yes	Tony Henshaw - yes

Audit Committee report by Ed Kube - Mr. Kube reported that they are addressing the four issues reported by the audit. The employee handbook should be ready for September.

Beautification Committee Report by Ed Kube - Mr. Kube reported that the Mural by the Farmers Market is fading, and the shrubbery in front of it needs maintenance. Mr. Kube will look into banners for Mineral Avenue. Mr. Runnett stated that he had spoken with the daughter of the person who created the mural, and she will get the area maintained. Sidewalks through Town were discussed as an item to look into.

Building/Maintenance Committee Report by Ed Jarvis - Discussion was had about the derelict properties in Town. It was decided that Mayor Harlowe would take one side of Town, and Vice Mayor Runnett would take the other to compile a list of derelict properties.

Cemetery Committee Report by Tommy Runnett - Mr. Runnett reported that the lowest bidder for maintenance has yet to respond, and suggested postponing bids until time to trim.

Communications Committee Report by Ed Kube - Mr. Kube reported on the update of the Town website, deadline for the overall update is September 30, 2021. It was also reported that Covid relief money can be used to better the Audio/Visual capabilities within Town Hall.

Economic Committee Report - Mayor Harlowe spoke about the business next door to Sparks Electric, the store sells items online and in person.

Personnel Committee Report by Ed Kube - Mr. Kube reported that they would like to make the Part Time DMV Clerk role into a full-time position. They would also like to reinstate the previously accepted Day Time Maintenance position. It was also reported that the Committee is waiting for a job description to be written for a Special Projects Coordinator position.

Motion was made by Mr. Kube to change the Part Time DMV Clerk to full time. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Motion was made by Mr. Kube to reinstate the Part Time Daytime Maintenance position. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.

Tommy Runnett – yes

Roy McGehee –

yesEd Jarvis – yes

Tony Henshaw -

yesEd Kube – yes

David Lawson - yes

Police and Legal Committee report by Mr. McGehee - Mr. McGehee continued the discussion of derelict properties.

Streets Committee report by Tommy Runnett - Mr. Runnett reported that the Chestnut Avenue extensions was approved by VDOT

Motion made by Mr. Runnett to accept the Chestnut Avenue extensions, previously approved by VDOT. Seconded by Mr. Kube. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Water and Sewer Committee report by Tommy Runnett - Mr. Runnett reported that wastewater cost is down through July and August, so the repairs are working. The committee proposed a spray in place solution for water and sewer repair, and will review a work parameter and timeframe.

Mr. Jarvis discussed the lack of public restrooms at the Family Dollar in Town.

Old Business

Mr. Jim Snider spoke on what establishes a quorum for the Planning Commission.

Motion was made by Mr. Kube for the Town to change the quorum to seven for the Planning Commission. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Motion made by Mr. McGehee to accept the Personal Property Tax Relief Act. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Motion made by Mr. Jarvis to approve the Hometown Parade on September 23, 2022. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Mr. Kube discussed keeping the Town Code up to date via online and hard copy. Mrs. Ti-lea Austin gave a response that the Town Code is being addressed and getting updated.

Discussion was had in regards to the Town Managers goals.

Motion was made by Mr. Jarvis to go into closed session to discuss performance and goals of the Town Manager pursuant to Virginia Code 2 14-3711 A1. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Council reconvened and certified that only the matters identified in the Motion to go into closed meeting were heard, discussed or considered.

So Certified:

Pam Harlowe - yes	
Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson - yes

Motion was made by Mr. Kube to approve the Town Manager’s goals. Seconded by Mr. Lawson. Motion was passed by a unanimous vote.

Tommy Runnett – yes	Roy McGehee –
yesEd Jarvis – yes	Tony Henshaw -
yesEd Kube – yes	David Lawson – yes

Discussion was had concerning a complaint from the DMV Supervisor on Monday August 2nd.

Motion was made by Mr. McGehee to adjourn the meeting. Seconded by Mr. Lawson. All Council members agreed to the motion by consent.

The Mayor adjourned the meeting.

ORDINANCE NO. 2021-05 AMENDS THE MINERAL TOWN CODE, CHAPTER 425, "ZONING," ARTICLE II, "RESIDENTIAL LIMITED DISTRICT," SECTION 425-5, "AREA REGULATIONS," AND ARTICLE III, "RESIDENTIAL GENERAL DISTRICT," SECTION 425-15, "AREA REGULATIONS" TO MODIFY THE MINIMUM LOT SIZE FOR SINGLE FAMILY DWELLINGS IN THE RESIDENTIAL LIMITED DISTRICT AND RESIDENTIAL GENERAL DISTRICTS. ORDINANCE NO. 2021-05 ALSO IMPLEMENTS A REQUIREMENT FOR A PLAYGROUND, GREEN SPACE OR RECREATIONAL ARE IN MULTI-FAMILY DWELLINGS OR APARTMENTS. ORDINANCE NO. 2021-05 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY IN VA CODE §§15.2-2200, 15.2-2280, 15.2-2285 & 15.2-2286.

§ 425-5. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. For single-family dwellings on residential lots having individual sewage disposal, the minimum lot area shall be not less than five times the floor area of the first or ground level of the dwelling, and sufficient for Health Department approval of a septic system. Any floor above the first or ground floor shall not exceed the size of the first or ground floor. For permitted uses, other than residential, utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Louisa County Health Department.
- C. For single family dwellings on residential lots served by public sewage, the lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the ground floor.

§ 425-15. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. For permitted uses other than residential utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Health Department, but in no case less than 15,000 square feet.
- C. The lot area shall be at least five times the square footage of the floor area of the first or ground level of the dwelling or other building constructed on said lot, the floor area to be the total floor area of the floor on each story of such dwelling and any other building.
- D. Multifamily dwellings, apartments or other buildings that will house children will need to include provisions for a playground, green space, or recreational area and will require

the approval of the planning commission upon receipt of the plans in keeping with the Town's

Comprehensive Plan for the purpose of maintaining the Town's historic image while fostering growth and maintaining a clean and healthy appearance.

ORDINANCE NO. 2021-07
VACATES AN UNDEVELOPED PORTION OF EIGHTH STREET LOCATED
NEAR 808 N FOREST AVENUE IN THE TOWN OF MINERAL

BE IT ORDAINED, by the Mineral Town Council, following a properly advertised public hearing on August 9, 2021, that Ordinance No. 2021-07, vacates an undeveloped portion of the alley located at 9th street near block 139 in the Town of Mineral as requested by Kermit D. Greene for the purpose of building a house for a family member since he owns lots 9, 10, 11, and 12 on block 139.

BE IT FINALLY ORDAINED that following the vacation/abandonment of an undeveloped portion of the alley located at 9th street near block 139 in the Town of Mineral the Town shall retain a utility easement.

Certified to be a true copy of Ordinance 2021-07 which was approved by unanimous vote on August 9, 2021 at which a quorum of Council was present.

ORDINANCE NO. 2021-08

ORDINANCE NO. 2021-08 MODIFIES SECTION 32-2 “EXECUTION OF CHECKS FOR DISBURSEMENT OF TOWN FUNDS” OF THE MINERAL TOWN CODE TO CLARIFY PERSONS AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE TOWN.

BE IT ORDAINED by the Mineral Town Council, that section 32-2, “Execution of checks for disbursement of Town funds” shall be amended to read as follows:

§ 32-2. Execution of checks for disbursement of Town funds.

All checks issued by the Town shall be signed by the Town Treasurer, or in the absence or unavailability of the Town Treasurer, the Town Manager. All checks issued by the Town shall also be signed by the Mayor, or in the absence or unavailability of the Mayor, the Vice-Mayor.

Adopted by the Town Council of Mineral this 9th day of August 2021 by unanimous, roll call vote.

Voting Aye: Tommy Runnett, Edward Jarvis, Edward Kube, Roy McGehee, Tony Henshaw, David Lawson

Hon. Pam Harlowe, Mayor

ATTEST:

Clerk of the Council