



Town of Mineral  
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Pam Harlowe, Mayor  
Tommy Runnett, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGeHee  
Blair Nipper  
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, September 12, 2022  
7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Tommy Runnett, Ed Kube, Edwin Jarvis, Roy McGeHee, Blair Nipper, David Lawson

**STAFF MEMBERS:** , Andrea Erard; Town Attorney, Shannon Hawkins; DMV Supervisor, Lisa Yates; Town Clerk/Treasurer

**PUBLIC:** Chris Guerre, Olivia McCarthy, Rebecca McGeHee, Ron Chapman, Tori Williams, Nancy Thomas, AJ Sighn, Sarah Guerre, Allison Fincham, Aaron Hawkins

**PLANNING COMMISSION:** Chairman Jim Snider, Jolynn Bullock, Ed Jarvis council liaison

**ABSENT:**

**Town of Mineral Council Meeting**

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

Council Member Runnett stated that citizens that want to make a comment should be allowed to do so but comments should be limited to 3 minutes. Mr. Runnett presented and read a new guideline for Citizen comments policy.

**Motion was made by Council Member Runnett to approve the new guidelines with a three-minute speaking time for citizens effective immediately, seconded by Council Member Jarvis motion passed 5-1-0.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Blair Nipper -no**

**Ed Kube-yes**

**David Lawson – yes**

**Broadband**

Dominion Energy updated the status of the broadband installation and reported the fiber phase should be finished by next week. Discussion followed.

**Audit Report:**

Aaron Hawkins with RFC presented his report on the FY 2021 audit and reviewed the segregation of duties, financial statements, water fund deficit, and Spring Grove Cemetery. He stated that the Accounting System is the biggest root of the problem and recommends implementing a new system. He also mentioned that the VRS payments were not being scheduled in a timely manner. No action was taken by Council.

**Joint Public Hearing-Gas Pumps at Food Shops**

Mayor Harlowe opened the Joint Public Hearing

Jim Snider spoke in regards to Gas pumps at Miller’s Market. Chris Guerre voiced his concerns on not being able to get a copy of the amendment before the Council meeting, even though he has asked for it several times. Olivia McCarthy voiced her concern that having five gas stations in the Town of Mineral is excessive. Ron Chapman spoke and agreed with Olivia McCarthy.

Mayor Harlowe closed the Joint Public Hearing

**Jim Snider with the Planning Commission made a motion for the Planning Commission to deny a Gas Station at Miller’s Market, Mr. Jarvis, Planning Commission liaison, seconded the motion. The Planning Commission recommendation for denial passed 3-0 with all in favor**

**Jim Snider – yes**

**Ed Jarvis- yes**

**Jolynn Bullock-yes**

Mayor Harlowe called for discussion as to the pros and cons of having a Gas Station at Miller's Market

**Council Member Runnett made a motion to table the public hearing for Gas Pumps at food shops for 30 days and to revisit at the next council meeting, motion seconded by Council Member McGehee. Motion passes 3-2-1.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- abstain**

**Blair Nipper -No**

**Ed Kube-no**

**David Lawson – yes**

### **Public Hearing-multi-family dwellings GW1**

Mayor Pam Harlowe Opened the Joint Public Hearing

Chris Guerre spoke first and voiced his concern that the Ordinance was not available before the meeting for him as an adjoining property owner and town resident to review. Sara Guerre town resident and adjoining property owner asked who is going to take care of the old playground. Doug Clemmons is concerned for the Town, and asked that the Town please follow the rules to protect the Town. Rebecca McGehee stated that the Louisa County Little League takes good care of the existing playground. Olivia McCarthy feels there needs to be sufficient information provided to the public about the nature of public hearings. Ron Chapman stated that the Council needs to focus on the code and what code they are changing is for everybody, it is not just for the individual. Allison Fincham, contract employee for the Town of Mineral, reviewed the Residential District of the Town's Code regarding multi-family homes and playgrounds with the Council.

Mayor Pam Harlowe closed the Public Hearing.

**Motion was made by Ed Jarvis with the Planning Commission to table the multi-family dwellings public hearing for 30 days. Seconded by Jolynn Bullock. Motion passed with a unanimous vote of 3-0.**

**Ed Jarvis-yes**

**Jim Snider-yes**

**Jolynn Bullock-yes**

Allison Finch reported on the Conditional Use Permit 43B2-2-6-1 lots 1,2,3,4 and 5 and 43B2-1-9 located on the NE Corner of E Lee Street and St Cecilia Avenue. The applicant is GW1 Properties LLC and Miller Custom Homes, Inc. The existing use is Single Family Structure, and the existing Zoning is Residential General and the proposed use is for Multi-Family. She also went over several options on terms and conditions. Discussion followed. Tori Williams, owner/applicant addressed Council and commented on real estate development and how he cares about the community, he said it is important to consider his application. Multi -Family is a permitted use in this Zoning District and it is not asking for anything special, however this does require a Conditional Use Permit. He provided his thoughts on the proposed terms and conditions.

Planning Commission Jim Snider opened the Public Hearing

Chris Guerre voiced his concerns on the condition of the property and the safety of the children. He also commented on the many violations of the law the Town of Mineral has made. Nancy Thomas, adjoining property owner, addressed Council and voiced her concerns about how this townhouse development

construction will affect the drainage to her property and at the ball field as it already fills up the ditch behind her house when it rains. Where is the water going to go? Ron Chapman commented that he already had concerns about the heavy traffic this area of Town and that it will only get worse with this new multi-family housing being built.

**Motion was made by Ed Jarvis to leave the Public Hearing open until the next Town Council Meeting and withhold forwarding this information while we explore it. Seconded by Jolyn Bullock. Motion passed with a unanimous vote of 3-0.**

**Ed Jarvis-yes**

**Jim Snider-yes**

**Jolynn Bullock-yes**

Jim Snider closed the Planning Commission Public Hearing

**Adopt/Amend Agenda**

**Motion was made by Council Member Nipper to approve the agenda as amended. Seconded by Council Member Jarvis. Motion passed with all in favor. 6-0.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Blair Nipper - yes**

**Ed Kube-yes**

**David Lawson – yes**

**Approval of Council Meeting Minutes:**

August 8, 2022 Council Meeting Minutes were not approved at this time. The Attorney recommended due to the late time of the meeting that the comments be provided in writing to Ms. Yates and approve the Minutes at the next Council Meeting.

**Motion was made by Council Member Jarvis to approve the bills to be paid except the QS1 invoice. Seconded by Council Member Kube motion passed with all in favor. 6-0.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Blair Nipper - yes**

**Ed Kube-yes**

**David Lawson – yes**

**Town Manager and Staff Reports:**

Mayor Harlowe reported that Town staff has been primarily working on late/past due water bills, answering FOIA Requests and updating Code books.

Shannon Hawkins, DMV Manager reported that July Revenue was down about \$2000.00 this month due to family illness with the biggest Title Company. Jessica Osborne was hired as a full-time employee, DMV Connect Team returned to Mineral DMV Select and processed 86 transactions.

**Town Attorney Report:**

The Town Attorney reported that a town citizen asked to review a rezoning application and that the rezoning applications are public records and should be available to the public.

A couple of months ago the Council was interested in pursuing a Charter change. She asked if there was still interest and if so, the time is now. Discussion was had on the Town of Minerals Voter Election locations. She reported that it has changed to Louisa Middle School, the Attorney will follow up with the Registrar to confirm the limitations of changing voting locations at the late date and where the November elections will take place.

**Standing Committee Reports**

Auditor Committee Report: Council Member Kube reported that the four misdeeds from the FY 2021 Audit need to be cleared up.

Beautification/Anti-Litter Committee. Council Member Kube reported that the Christmas lights on electric poles are in limbo because of the work Dominion Energy is doing on the electric poles.

Building Committee: Council Member Jarvis asked if the Mineral Historical Foundation changed the electric and water bill into their name.

Vice Mayor Runnett questioned the Mineral Historical Foundation as to when they were planning to pay their rent, electric and water bills.

**Motion was made by Council Member Jarvis to bill Ron Chapman for the cost of utilities until the Mineral Historical Foundation has been formally created and approved by the State Corporate Commission. Seconded by Council Member Nipper. Motion passed 4-2-0**

**Tommy Runnett –no**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Blair Nipper -no**

**Ed Kube-yes**

**David Lawson – yes**

Budget and Finance Committee: Council Member Lawson has been waiting on some budget numbers

Cemetery Committee: Council Member Runnett says the Cemetery looks good

Communication Committee: Council Member Kube made a motion to have Communication Committee handle website updates. Seconded by Council Member Lawson, motion passed with all in favor. 6-0.

**Tommy Runnett –yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Blair Nipper -yes**

**Ed Kube-yes**

**David Lawson – yes**

Economic Development Committee: Mayor Harlowe reported that the Mad Batter Bakery is doing very well.

Personnel Committee: No report

Discussion was had on pay raises for a few employees as well as a paycheck for the Mayor, as she is standing in for the Town Manager

Planning Commission report: no report

Police and Legal Matters Committee. No report

Streets Committee: Council Member Runnett has reported that VDOT has fixed everything except three stop signs

Water and Sewer Committee: Council Member Runnett reported that starting September 13, 2022 all water customers that have not made an attempt to pay past due amounts will have their meter removed.

**Old Business:**

**Broadband:**

**Election Location:**

**Water bill for Walton Park:**

It was decided that the Town is to bill the MVFD for its water usage at Walton Park on actual water consumption.

**New Business**

**Truck Traffic:**

Council Member Kube read a resolution titled Town of Mineral Historic District Truck Through Traffic Restriction and made a motion to adopt truck traffic resolution. Seconded by Council Member Nipper Motion failed. 3-2-1 with Mayor Harlowe casting the tie breaker vote of denial.

**Tommy Runnett –no**

**David Lawson – no**

**Ed Jarvis- abstain**

**Blair Nipper -yes**

**Ed Kube-yes**

**Mayor Pam Harlowe-no**

**Councilman McGehee was absent having left the meeting at 8:30 pm.**

**New software:**

Mayor Pam Harlowe reported that she and Councilman Nipper have been doing some research on several software companies to replace QS1.

**Motion was made by Council Member Jarvis seconded by Council Member Nipper to go into closed session 2.2-37-11(A)(1) for the discussion of the performance and salary of the Town Manager. Motion passed with a unanimous vote. 5-0.**

**Tommy Runnett –yes**

**Ed Jarvis- yes**

**Blair Nipper -yes**

**Ed Kube-yes**

**David Lawson – yes**

**Motion was made by Council Member Nipper to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Seconded by Council Member Lawson. Motion was passed with a unanimous vote. 5-0.**

**Tommy Runnett –yes**

**Ed Jarvis- yes**

**Blair Nipper -yes**

**Ed Kube-yes**

**David Lawson – yes**

**Motion was made by Council Member Runnett to adjourn the meeting. Seconded by Council Member Nipper. Motion was passed with a unanimous vote. 5-0.**

**Tommy Runnett –yes**

**Ed Jarvis- yes**

**Blair Nipper -yes**

**Ed Kube-yes**

**David Lawson – yes**