



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGehee
Tony Henshaw
David Lawson
Willie Harper, 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, May 9, 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: Willie Harper; Interim Town Manager, Andrea Erard; Town Attorney, Shannon Hawkins; DMV Supervisor, Lisa Yates; Acting Town Clerk/Treasurer

PUBLIC: Blair Nipper, Chris Guerre, Olivia McCarthy, Ethan Starr, Ronald Chapman, Rebecca McGehee, Ian Baxter

ABSENT:

Town of Mineral Council Meeting

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

Public Hearing-Tax Collection Due Date

Mayor Pam Harlowe opened Public Hearing

Chris Guerre commented on how he would like a description of how the tax rate works

Mayor Pam Harlowe closed Public Hearing

Motion was made by Councilman Jarvis to allow Vice Mayor Runnett to participate in meeting electronically; seconded by Councilman Henshaw Motion passed on a roll call vote.

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee – yes

Motion was made by Councilman Jarvis to adopt ORDINANCE NO. 2022-03 - ELIMINATE PENALTIES & INTEREST FOR TAXES PAID BY JUNE 15; seconded by Councilman Lawson. Motion passed on a roll call vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Motion was made by Councilman Jarvis to approve the May 2022 Agenda as amended; seconded by Councilman McGehee. Motion passed on a roll call vote.

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee – yes

TJPD presentation-Hazard mitigation

Ian S. Baxter gave a presentation on the Regional Natural Hazard Mitigation Plan update for 2023

Approval of April 2022 Council Meeting Minutes

Action deferred to the June 13, 2022, regular Town Council meeting.

Public Comments

Mayor Pam Harlowe opened the public session of the meeting.

Chris Guerre of 80 Saint Cecilia Avenue voiced his concerns regarding the Town's dumpster at the baseball field and how people are using it for their personal use. Mr. Guerre voiced concerns on Town Council meetings and Town operations.

Blair Nipper of 301 West Fourth Street voiced concerns on how a reimbursement check for an overpayment of Personal Property taxes was handled.

Rebecca McGehee of 714 St. Francis Avenue voiced her concerns on recent Town Council actions.

Mayor Pam Harlowe closed the public comment session of the meeting.

Approval of Bills to be Paid

Motion was made by Councilman Lawson to approve the May 2022 bills to be paid; seconded by Councilman McGehee. Motion passed on a roll call vote.

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee - yes

Town Manager and Staff Reports

The following staff reports were presented to the Council:

Interim Town Manager report presented by Mr. Harper.

DMV Supervisor report presented by Ms. Shannon Hawkins.

Town Attorney Report

The Town Attorney, Ms. Andrea Erard, handed out some correspondence received from the USDA and reported that the Town will be receiving a civil rights compliance review.

Standing Committee Reports

Auditor Committee Report presented by Councilman Kube. No report

Beautification/Anti-Litter Committee was presented by Councilman Kube. No report

Building Committee report was presented by Councilman Jarvis. Old files at the old town office are currently being gone through to determine what to keep and what to destroy so the Mineral Historical Society can use the building.

Budget and Finance Committee: no report

Cemetery Committee report presented by Councilman Runnett. no report

Communication Committee report presented by Councilman Kube no report

Economic Development Committee presented by Councilman Lawson no report

Personnel Committee: no report

Planning Commission report. Committee will meet 10 days from today

Police and Legal Matters Committee report presented by Councilman Runnett. No report

Streets Committee report presented by Councilman Runnett. No report

Water and Sewer Committee presented by Councilman Runnett. No report

New Business

Request to close Forest Avenue between 9th and 10th Streets

Councilman Jarvis made a motion to advertise to close as requested Forest Avenue between 9th and 10th Streets and to potentially convey the property, with the cost of advertising to be paid by the property owner motion; seconded by Councilman McGehee. Motion passed on a roll call vote.

Tommy Runnett – yes

Tony Henshaw - yes

Ed Jarvis- yes

David Lawson - yes

Ed Kube- yes

Roy McGehee - yes

Mineral Historical Society

Ron Chapman made a presentation regarding the Mineral Historical Society and is requesting to use the old town office to create a museum and dedicate the building to be used by the Mineral Historical Society for the fee of \$1.00 a month for 10 years. Discussion followed.

Councilman Jarvis made a motion to advertise for a public hearing next month and put on the June agenda for consideration; seconded by Councilman Henshaw. Motion passed on a roll call vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

Upgrade of electrical connections under DMV stations

Willie Harper reported that the surge protectors under the DMV workstations are old and need to be upgraded. Shannon Hawkins reported issues with credit card machines due to the type of units being used now. Approximate cost would be around \$500.00 to replace.

Councilman Lawson made a motion to get an electrician to investigate the electrical problems at the DMV workstations not to exceed \$600.00; seconded by Councilman Kube. Motion passed on a roll call vote.

Tommy Runnett – yes
Ed Jarvis- yes
Ed Kube- yes

Roy McGehee - yes
Tony Henshaw - yes
David Lawson – yes

Motion was made by Councilman Henshaw to go into closed session; seconded by Councilman Lawson. Motion passed on a roll call vote.

Tommy Runnett – yes
Ed Jarvis- yes
Ed Kube- yes

Roy McGehee - yes
Tony Henshaw - yes
David Lawson – yes

Motion was made by Councilman Jarvis to go back into open session; seconded by Councilman Henshaw. Motion passed on a roll call vote.

Tommy Runnett – yes
Ed Jarvis- yes
Ed Kube- yes

Tony Henshaw - yes
David Lawson - yes
Roy McGehee - yes

Motion was made by Councilman Jarvis 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 Henshaw. Motion passed on a roll call vote.

Tommy Runnett – yes
Ed Jarvis- yes
Ed Kube- yes

Roy McGehee - yes
Tony Henshaw - yes
David Lawson – yes

Motion was made by Councilman Lawson to provide a job description for hiring a new Town Manager to the Interim Manager and for the position to be advertised seconded by Councilman Jarvis. Motion passed on a roll call vote.

Tommy Runnett – yes
Ed Jarvis- yes
Ed Kube- yes

Roy McGehee - yes
Tony Henshaw - yes
David Lawson – yes

Motion was made by Councilman Kube to appoint Lisa Yates Clerk/Treasurer and Patty Finch as Clerk/Treasurer Assistant; seconded by Councilman Jarvis. Motion passed on a roll call vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – no

Motion was made by Councilman McGehee to adjourn the meeting; seconded by Councilman Henshaw. Motion passed on a roll call vote.

Tommy Runnett – yes

Roy McGehee - yes

Ed Jarvis- yes

Tony Henshaw - yes

Ed Kube- yes

David Lawson – yes

ORDINANCE NO. 2022-03

**ELIMINATE PENALTIES & INTEREST
FOR TAXES PAID BY JUNE 15**

ORDINANCE NO. 2022-03 AMENDS THE MINERAL TOWN CODE TO CHANGE THE DUE DATE FOR PERSONAL PROPERTY AND REAL ESTATE TAXES FROM MARCH 15, 2022 TO JUNE 15, 2022 AND SHALL APPLY RETROACTIVELY SO AS TO ELIMINATE LATE FEES, INTEREST AND PENALTIES FOR TAXES PAID ON OR BEFORE JUNE 15, 2022. IN 2023 AND THEREAFTER THE DUE DATE FOR PERSONAL PROPERTY AND REAL ESTATE TAXES SHALL BE FEBRUARY 15. ORDINANCE NO.2022-03 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE §§ 58.1-3913, 58.1-3900, AND 58.1-3916.

BE IT ORDAINED by the Mineral Town Council, that the Mineral Town Code, Chapter 389 “Taxation,” Article I “General Provisions,” Sec. 389-5 “When taxes due and payable; penalty” shall be amended to read, as follows:

“§ 389-5 When taxes due and payable; penalty.

Personal property and real estate taxes shall be due and payable on June 15, 2022. Beginning in the year 2023 and thereafter, personal property and real estate taxes shall be due on the 15th day of February. Any personal property or real estate taxes not paid by the due date shall incur penalty and interest in the maximum amount permitted by the laws of the Commonwealth of Virginia.”

BE IT FURTHER ORDAINED by the Mineral Town Council, that the Mineral Town Code, Chapter 389 “Taxation,” Article III “Special Provisions for Personal Property Tax” Sec. 389-12.1 “Due Date Personal Property” shall be amended to read, as follows:

“§ 389-12.1 Due Date Personal Property

In the year 2022, personal property taxes shall be due and payable on June 15, 2022; thereafter personal property taxes shall be due on February 15th.”

This Ordinance shall take effect retroactive to January 1, 2022.