



Town of Mineral  
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Pam Harlowe, Mayor  
Michael Warlick, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGehee  
Thomas Runnett  
William Thomas  
Ti-Lea Downing, 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 Council Meeting  
April 12, 2021  
7:00pm

- COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Thomas Runnett and William Thomas
- PRESENT:** Andrea Erard; Town Attorney
- TELECONFERENCE:**
- ABSENT:**
- STAFF MEMBERS:** Ti-Lea Austin; Town Manager, Lisa Yates; Town Clerk

**PUBLIC:**

Tiffany Snyder, Susan Groome, Joseph Haney, Jim Snyder, Aaron Hawkins

**Auditors' presentation:** Arron Hawkins of Robinson Farmer & Cox presented a draft management letter to Council and went over it briefly. The biggest thing was the accounting system and its need for improvement. The Town Manager stated that we do have a new accounting system it just hasn't been set up as of yet. There needs to be a purchasing policy set up as well as a credit card policy and a capital assets policy. The draft of the Financial Report will be finished by next week. The Mayor questioned the check signing policy the auditor did not see a problem with the way the checks are currently being signed. Mr. Kube stated the personnel policy and employee handbook be reviewed, as it was adopted in June 2014 and hasn't been updated or revised since.

**Adopt/Amend April 2021 Agenda:**

*Mr. Kube made a motion to approve the April 2021 agenda as amended, seconded by Mr. Runnett, motion passed with all in favor.*

**Request to close a portion of 8<sup>th</sup> Street:** Tiffany Snyder made a request to close a portion of 8<sup>th</sup> Street to build an addition on their residence.

*Mr. Kube made a motion to hold a public hearing to close 8<sup>th</sup> Street, seconded by Mr. Thomas, motion passed with all in favor.*

**Groomes building permit:** Mrs. Groomes will have to contact VDOT to get the road passable and then contact the Town Manager to get a Building Permit.

**Approval of the March 2021 Minutes:**

*Mr. Kube made a motion to approve the March 2021 minutes as presented seconded by Mr. Thomas, motion passed with all in favor.*

**Approval of the April 2021 Bills to be paid:**

*Mr. Jarvis made a motion to approve the April 2021 bills to be paid as presented, seconded by Mr. Runnett, motion passed with all in favor.*

**Town Manager's Report:** In addition to the written report, the Town Manager met with the Communications, Personnel and Budget Committees.

**Town Attorney's Report:** No report

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Mr. Kube reported the Farmers Market will be back on May 1<sup>st</sup>. Becky Vigon brought to his attention they will be following COVID guidelines and she is starting a loyalty program and she will have a punch card for returning customers and they may earn some sort of credit or a coffee mug or key chain. Clean up day is this coming Saturday a potluck lunch will be provided. He mentioned the town truck is available to town residence if they need to utilize it.

**Budget & Finance Committee:** No report.

**Building Committee:** No report.

**Cemetery Committee:** Mr. Runnett reported Lewis Keller stated the area in the ditch line is a little wet, and there is a tremendous amount of trash coming off the road into the cemetery. Maintenance work has not been done yet.

**Economic Development Committee:** No report

**Personnel Committee:** Mr. Thomas reported that there are a lot of internal things that need to be done and he believes there will be the money to do it, but he will have to meet with the Budget and Personnel Committees before giving specific information. Mr. Kube suggested that tonight's meeting be recessed until April 22nd. Mr. Kube reported that he and Mr. Thomas and the Town Manager had a meeting with the employees of the DMV to talk about what has been happening in the past year, and how the long hours are taking a toll on their personal life. It was a concern with the employees that when walking the line if you get an irate person how do you handle the situation. Mr. Kube suggested that the Louisa Sherriff office stop in from time to time. The Town Manager reported she contacted the Louisa Sherriff office and they are willing to come by every so often to make their presence known. Discussion followed.

***Mr. Kube made a motion to close DMV line at 2:00 starting April 19th and reevaluate in May, also to ask Sheriff's Department to stop by occasionally, seconded by Mr. Thomas, motion passed with all in favor.***

**Planning Commission Committee:** Mr. Snider reported that the Planning Commission Committee met last month and had a quorum and took information from lawyer, met on it discussed it and worked through it and sent a copy of what was done with zoning ordinance to Council.

**Police and Legal Matters Committee:** Ed Kube reported that 611 Mineral Avenue has been cut and cleaned and the Town has been reimbursed for the work done.

**Streets Committee:** Mr. Warlick reported he turned in a list of his concerns to the Town Manager which included the street sign at 10<sup>th</sup> Street and Park Avenue is bent and turned the wrong direction. The street sign at 9<sup>th</sup> Street and Chestnut Avenue is falling over, the street sign at Virginia Avenue and 8<sup>th</sup> Street is leaning and there is an asphalt patch needed at Virginia Avenue and 8<sup>th</sup> Street.

**Water & Sewer Committee:** Mr. Runnett reported that all the invoices from Central Virginia Contractors have been received and that there is just one more manhole at Piedmont Avenue and St. Frances Avenue needing major repair and that we are still on budget. There are some small repairs still needed which include liners, regrouting and caps. Five of six suspenders have been repaired. He is still waiting on the last of the water meters to be produced and waiting on some saddles to be delivered as well.

**Communications Committee:** Mr. Kube reported they have met twice and provided some items that will be updated on the town website and Mr. Snider has done some research on several different systems.

**Old Business:**

**Zoning ordinance change:** The Town Attorney reported the change will need to go to the Planning Commission for a public hearing. Currently it doesn't specify the square footage and septic system specifications. The Town Attorney will review and come back with a recommendation in 30 days.

**Sign Ordinance:** To be discussed in 30 days.

**Election Date Change:** The Town Attorney reported that there is a consensus to move the election to November 2022 so with the Council permission she will prepare an ordinance for them to review next month.

**New Business:**

**Proposed Vending Machines:** Tabled unless vendor contacts Town Manager in the future.

**Recess:**

*Motion was made by Mr. Runnett to recess the meeting until 7:00 pm on the 22<sup>st</sup> of April seconded by Mr. Kube, motion passed with all in favor.*