



## Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

[Clerk Treasurer@townofmineral.com](mailto:Clerk_Treasurer@townofmineral.com)

### Town of Mineral Council Meeting Agenda

June 13, 2022

7:00PM

Call to Order and Roll Call

Adopt/Amend Agenda

- TAB A **Public Hearing** – Proposed FY 22 Budget Amendment
- TAB B **Public Hearing** – Public Hearing: Proposed FY 23 Budget and Tax & Utility Rates
- TAB C **Public Hearing** – Intent to Lease Old Town Hall
- TAB D **Public Hearing** – Ordinance No. 2021-04 - Closes and abandons Forest Avenue between 9<sup>th</sup> & 10<sup>th</sup> Streets in the Town of Mineral
- TAB E **Public Hearing** – Authorize the transfer of property vacated and abandoned by Ordinance No. 2022-04 to Susan and Michael Groome
- TAB F Approval of Council Meeting Minutes
- TAB G Approval of Bills to Be Paid
- TAB H Town Manager and Staff Reports

Town Attorney Report

#### **Standing Committee Reports**

Auditor Committee	Economic Development Committee
Beautification/Anti-Litter Committee	Personnel Committee
Building Committee	Planning Commission Updates
Budget & Finance Committee	Police & Legal Matters Committee
Cemetery Committee	Streets Committee
Communication Committee	Water & Sewer Committee

#### **Old Business**

None

#### **New Business**

None

#### **Closed Session**

Closed meeting pursuant to Virginia Code §2.2-3711(A)(1) for the discussion or consideration of:

1. the compensation and contract of the Interim Town Manager and
2. the hiring of a new Town Manager.

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.

**Mayor Pam Harlowe - Vice Mayor Thomas Runnett**

**Council Members: Roy McGehee, Edward Kube, David Lawson, Ed Jarvis, Tony Henshaw.**

**Interim Town Manager · Willie Harper, Clerk/Treasurer, Lisa Yates, Andrea Erard, Town Attorney**



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB A Public Hearing: Amendment And Appropriation to the FY2021-2022 Town Budget**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Resolution**

**PRESENTER: Willie Harper**

**PHONE: 540-894-5100**

### **BACKGROUND / SUMMARY:**

A draft Proposed Amendment to the FY 22 Budget was distributed to the Town Council members at its May 9, 2022, regular meeting. At the May 16, 2022, budget work session the Council made amendments to the proposed budget amendment and directed that a notice of public hearing be published. The attached notice was published in the May 26, 2022, edition of the Central Virginian.

### **ATTACHMENTS:**

1. Public Hearing Notice
2. Proposed Resolution

### **REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.
3. Act on Resolution.

### **TOWN OF MINERAL NOTICE OF PUBLIC HEARING**

Notice is hereby given that on June 13, 2022, at 7:00P.M. the Mineral Town Council will conduct a public hearing in Mineral Town Hall, 312 Mineral Avenue, Mineral, Virginia, to receive comments on the following matter:

#### **AN AMENDMENT AND APPROPRIATION TO THE FY2021-2022 TOWN BUDGET.**

The amount of the proposed amendment is a decrease in revenues of \$104,715 and an increase in expenses of \$273,494. Such funds to cover the deficit would come from the Town's unassigned fund balance. The reason for the amendment is to provide funds to cover these unanticipated changes in revenues and expenses.

The Mineral Town Council will act on the proposed budget amendment on June 13, 2022. A complete copy of the budget amendment may be reviewed at Town Hall. Interested parties are encouraged to attend the meeting and express their views regarding this matter. If you require assistance to participate in the public hearing, please contact the Town Manager at (540) 894-5100.

**RESOLUTION 2022-05**  
**FY 2021-2022**  
**Budget Amendment**

WHEREAS it is necessary to adopt an amended Town of Mineral FY 2021-2022 budget due an unforeseen decrease in revenues and unexpected expenses.

WHEREAS the Mineral Town Council at its regular monthly meeting on May 9, 2022, received a draft proposed amendment to the FY 2021-2022 budget.

WHEREAS the Mineral Town Council at a budget work session on May 16, 2022, reviewed and revised the proposed budget amendment.

WHEREAS on May 19,2022 a notice of public hearing was published in “*The Central Virginian*”.

WHEREAS on June 13, 2022, the Town Council at its regularly schedule meeting held a public hearing on the proposed budget amendment.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 13, 2022, adopted the following amended budget and appropriate the funds for FY 2020-2022:

<b>FY2021-2022 AMENDED BUDGET</b>		
<b>OPERATING REVENUES</b>		<b>AMENDED FISCAL YEAR 2022</b>
<b><i>GENERAL &amp; PROGRAM REVENUES</i></b>		
	Anti-Litter Grant	\$1,000
	Bank Stock Tax	\$45,000
	BPOL Tax	\$35,000
	Building Zoning applications	\$2,250
	Bush Hog Service	\$300
	Cemetery Income	\$35,000
	Connection Fee Sewer	\$32,000
	Connection Fee Water	\$30,000
	COVID Care	\$25,870
	COVID Cares Utility Funds	\$9,659
	COVID State & Local Fiscal Recovery Funds	\$271,311
	DMV Select Revenue	\$336,000

	Fines & Penalties	\$1,000
	Fire Programs Income	\$15,000
	Grant Income	\$1,000
	Interest Income	\$3,600
	Local Sales Tax	\$35,000
	Meals Tax	\$56,000
	Miscellaneous Income	\$1,000
	Notary Services	\$300
	Personal Property Tax	\$15,526
	Postage Reimbursement	\$100
	Public Service Corp. Tax	\$8,500
	Real Estate Tax	\$101,000
	Rental Income	\$4,500
	Rolling Stock Tax	\$1,200
	Tax overpayment	\$500
	Transient Occupancy Tax	\$2,000
	Vehicle Tax	\$6,690
	Water and Sewer Sales	\$250,000
	Water Deposits	\$3,000
	<b>Surplus - Increase in unassigned fund balance</b>	\$0
	<b>Use of unassigned fund balance</b>	\$292,995
<b>TOTAL REVENUE</b>		<b>\$1,622,301</b>

OPERATING EXPENSES		AMENDED FISCAL YEAR 2022
<i>GENERAL &amp; OVERHEAD</i>		
<b>Personal Services</b>		
	Salaries	\$413,358
	FICA	\$31,622
	VRS-Retirement, Disability and Group Life	\$17,000
	Aflac	\$7,000
	Health Plan	\$65,556
	<b>Total Personal Services</b>	<b>\$534,536</b>
<b>Operating Budget</b>		
	Accounting Consultants	\$0
	Advertising	\$3,000
	Asset Management	\$15,000

Audit	\$14,000
Bank Charges	\$50
Beautification	\$3,000
Buyback (Cemetery Plots)	\$1,000
Conference Room Upgrades	\$9,200
County Wastewater Treatment	\$125,000
County Water Purchased	\$120,000
COVID Cares Expense	\$0
COVID Cares Utility Funds - Return of Unspent Funds	\$5,105
Debt Service	\$71,580
Deposits to Perpetual Care Fund	\$3,500
Dues/Permits/Licenses	\$3,500
Electricity	\$25,000
Fertilizer, Mulch, and Maintenance	\$1,730
Fire Programs Expense	\$15,000
Gas for maintenance vehicles & equipment	\$2,500
Hook up fee paid to LCWA	\$15,000
Insurance - Aflac	\$7,000
Insurance - VRSA	\$14,200
Internet/Email/Cloud Storage	\$4,200
IT Support	\$12,000
Laptop Replacement/Council Chromebooks	\$10,000
Legal Fees	\$15,000
Louisa Land Fill Charges	\$14,400
Mileage Reimbursement	\$2,000
Miscellaneous	\$500
Office Cleaning	\$9,000
Office Heat	\$1,500
Office Supplies	\$20,000
Perpetual Care	\$3,500
Police & Legal Matters	\$5,000
Postage	\$2,200
Property Maintenance	\$0
QS1 Training	\$0
Refund for Tax overpayment	\$500
Repair & Maintenance- Town Facilities	\$40,000
Repairs & Maintenance -Water & Sewer	\$425,000

	Security System Upgrade	\$0
	Server Replacements	\$0
	Software	\$8,000
	Telephone	\$6,800
	Training & Conferences	\$2,500
	Trash Service	\$32,000
	Uniforms	\$1,000
	Upgrade firewall switch - untangle	\$1,300
	Water Deposit Refunds	\$500
	Water Testing/monitoring	\$13,000
	Web Page & Agenda Management*	\$0
	Webpage Maintenance	\$2,000
	Website	\$1,500
	<b>Total Operating Budget</b>	<b>\$1,087,765</b>
<b>TOTAL EXPENSES</b>		<b>\$1,622,301</b>



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB B Public Hearing: Proposed FY 23 Budget and Tax & Utility Rates**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Discussion**

**PRESENTER: Willie Harper**

**PHONE: 540-894-5100**

### **BACKGROUND / SUMMARY:**

A draft Proposed FY 23 Budget, Tax and Utility Rates were distributed to the Town Council members at its May 9, 2022, regular meeting. At the May 16, 2022, budget work session the Council made amendments to the proposed budget, tax and utility rates and directed that a notice of public hearing be published. The attached notice was published in the May 26, 2022, edition of the Central Virginian.

### **ATTACHMENTS:**

1. Public Hearing Notice

### **REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.



**NOTICE OF PUBLIC  
HEARING ON MONDAY,  
JUNE 13, 2022  
TOWN OF MINERAL,  
VIRGINIA PROPOSED  
BUDGET FOR FISCAL YEAR  
JULY 1, 2022 – JUNE 30, 2023  
AND PROPOSED CHANGES IN THE TAX AND PUBLIC  
UTILITY RATES**

The following Town Manager's recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Mineral's Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager's Office. There is no obligation or allocation of any funds of Town of Mineral for any purpose until there has been an appropriation for that purpose by the Town of Mineral Council.

The Mineral Town Council will, on Monday, June 13, 2022, at 7:00 p.m. at the Mineral Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2023. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Mineral Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Council at the meeting.

**Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Mineral Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2022-2023 and the proposed changes in tax and public utility rates at 7:00 p.m. Monday, June 13, 2022, in the Mineral Town Hall, 312 Mineral Avenue, Mineral, Virginia, 22427.**

A complete copy of budget is available for public inspection weekdays from 8:30 AM until 4:30 PM at the Mineral Town Hall, 312 Mineral Avenue, Mineral, VA 23117 and on the Town of Mineral website at <https://www.townofmineral.com/>. Questions about the budget may be directed to Willie Harper, Interim Town Manager at 540-894-5100

Authorized by Willie Harper, Interim Town Manager

Current Water & Sewer Residential Rates				Proposed Water & Sewer Residential Rates			
Town of Mineral				Town of Mineral			
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	\$26.50	\$35.40	<i>In-Town</i>	1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$8.00/1,000 gallons	\$8.95/1,000 gallons		Over 3,000 gallons	\$9.06/1,000 gallons	\$8.95/1,000 gallons
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	\$30.00	N/A	<i>Out-of-Town</i>	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.50/1,000 gallons	N/A

Water & Sewer Residential Rates Percent Increase			
Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	13.21%	12.99%
Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

**Solid Waste Collection Rate Schedule (Out-of- Town Only)**

Residential Rate: Current Rate-\$310 per year Proposed Rate – No Change

**Proposed Tax Rates for  
Calendar Year 2022**

	Current Rate	Proposed Rate
Real Estate	\$0.24/\$100	\$0.22 Decrease \$0.02
Personal Property	\$0.48/\$100	No increase
Transient Occupancy Tax	5%	No increase
Meals Tax	5%	No Increase
Business License	\$0.14/\$100 Gross Receipts	No Increase

Vehicle License Tax - \$20 (No Increase) for cars and light trucks, and motorcycles

PROPOSED FY 2022-2023 BUDGET					
OPERATING REVENUES		ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & PROGRAM REVENUES					
	Anti-Litter Grant	\$935	\$1,000	\$1,000	\$0
	Bank Stock Tax	\$47,659	\$45,000	\$45,000	\$0
	BPOL Tax	\$20,456	\$35,000	\$29,000	(\$6,000)
	Building Zoning applications	\$1,300	\$2,250	\$2,250	\$0
	Bush Hog Service	\$0	\$300	\$300	\$0
	Cemetery Income	\$41,128	\$35,000	\$35,000	\$0
	Connection Fee Sewer	\$16,000	\$32,000	\$32,000	\$0
	Connection Fee Water	\$26,000	\$30,000	\$36,000	\$6,000
	COVID Care	\$44,496	\$25,870	\$0	(\$25,870)
	COVID Cares Utility Funds	\$13,087	\$9,659	\$0	(\$9,659)
	COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	\$0	(\$271,311)
	DMV Select Revenue	\$375,954	\$336,000	\$336,000	\$0
	Fines & Penalties	\$2,930	\$1,000	\$1,000	\$0
	Fire Programs Income	\$15,000	\$15,000	\$15,000	\$0
	Grant Income	\$483	\$1,000	\$1,000	\$0
	Interest Income	\$464	\$3,600	\$3,500	(\$100)
	Local Sales Tax	\$42,513	\$35,000	\$35,000	\$0
	Meals Tax	\$45,288	\$56,000	\$56,000	\$0
	Miscellaneous Income	\$36	\$1,000	\$1,000	\$0
	Notary Services	\$205	\$300	\$300	\$0
	Personal Property Tax	\$24,629	\$15,526	\$19,407	\$3,881
	Postage Reimbursement	\$7	\$100	\$100	\$0
	Public Service Corp. Tax	\$9,037	\$8,500	\$8,500	\$0
	Real Estate Tax	\$100,987	\$101,000	\$101,000	\$0
	Rental Income	\$4,500	\$4,500	\$4,500	\$0
	Rolling Stock Tax	\$0	\$1,200	\$1,200	\$0
	Tax overpayment	\$1,596	\$500	\$500	\$0
	Transient Occupancy Tax	\$2,066	\$2,000	\$2,000	\$0
	Vehicle Tax	\$6,350	\$6,690	\$6,690	\$0
	Water and Sewer Sales	\$217,937	\$250,000	\$282,500	\$32,500
	Water Deposits	\$3,000	\$3,000	\$3,000	\$0
	Surplus - Increase in unassigned fund	(\$211,963)	\$0	\$0	\$0
	Use of unassigned fund balance	\$0	\$292,995	\$73,231	(\$219,764)
TOTAL REVENUE		\$1,123,388	\$1,622,301	\$1,131,979	(\$490,322)
PROPOSED FY 2022-2023 BUDGET					
OPERATING EXPENSES		ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & OVERHEAD					
Personal Services					
	Salaries	\$289,894	\$413,358	\$417,860	\$4,502
	FICA	\$15,737	\$31,622	\$31,966	\$344
	VRS-Retirement, Disability and Group Life	\$12,408	\$17,000	\$9,904	(\$7,096)
	Aflac	\$6,648	\$7,000	\$0	(\$7,000)
	Health Plan	\$49,005	\$65,556	\$58,789	(\$6,767)
	Total Personal Services	\$373,692	\$524,536	\$518,519	(\$16,017)
Operating Budget					
	Accounting Consultants	\$0	\$0	\$10,000	\$10,000
	Advertising	\$2,602	\$3,000	\$3,000	\$0
	Asset Management	\$14,686	\$15,000	\$15,000	\$0
	Audit	\$10,000	\$14,000	\$14,000	\$0
	Bank Charges	\$0	\$50	\$50	\$0
	Beautification	\$1,088	\$3,000	\$3,000	\$0
	Buyback (Cemetery Plots)	\$245	\$1,000	\$1,000	\$0
	Conference Room Upgrades	\$0	\$9,200	\$0	(\$9,200)
	County Wastewater Treatment	\$164,180	\$125,000	\$75,000	(\$50,000)
	County Water Purchased	\$21,533	\$120,000	\$25,000	(\$95,000)
	COVID Cares Expense	\$94,079	\$0	\$0	\$0
	COVID Cares Utility Funds - Return of Unspent Funds	\$13,087	\$5,105	\$0	(\$5,105)
	Debt Service	\$71,580	\$71,580	\$71,580	\$0
	Deposits to Perpetual Care Fund	\$3,865	\$3,500	\$3,500	\$0
	Dues/Permits/Licenses	\$4,019	\$3,500	\$3,500	\$0
	Electricity	\$14,515	\$25,000	\$25,000	\$0
	Fertilizer, Mulch, and Maintenance	\$1,692	\$1,730	\$1,730	\$0
	Fire Programs Expense	\$15,000	\$15,000	\$15,000	\$0
	Gas for maintenance vehicles & equipment	\$1,640	\$2,500	\$2,500	\$0
	Hook up fee paid to LCWA	\$6,000	\$15,000	\$15,000	\$0
	Insurance - Aflac	\$14,188	\$7,000	\$0	(\$7,000)
	Insurance - VRSA	\$14,188	\$14,200	\$14,600	\$400
	Internet/Email/Cloud Storage	\$1,927	\$4,200	\$4,200	\$0
	IT Support	\$3,060	\$12,000	\$6,000	(\$6,000)
	Laptop Replacement/Council Chromebooks	\$2,400	\$10,000	\$0	(\$10,000)
	Legal Fees	\$15,000	\$15,000	\$15,000	\$0
	Louisa Land Fill Charges	\$13,577	\$14,400	\$14,400	\$0
	Mileage Reimbursement	\$1,200	\$2,000	\$2,000	\$0
	Miscellaneous	\$503	\$500	\$500	\$0
	Office Cleaning	\$6,300	\$9,000	\$9,000	\$0
	Office Heat	\$1,087	\$1,500	\$1,500	\$0
	Office Supplies	\$19,289	\$20,000	\$20,000	\$0
	Perpetual Care	\$3,865	\$3,500	\$3,500	\$0
	Police & Legal Matters	\$0	\$5,000	\$5,000	\$0
	Postage	\$2,208	\$2,200	\$2,200	\$0
	Property Maintenance	\$0	\$0	\$20,000	\$20,000
	Refund for Tax overpayment	\$1,327	\$500	\$500	\$0
	Repair & Maintenance- Town Facilities	\$14,996	\$40,000	\$40,000	\$0
	Repairs & Maintenance -Water & Sewer	\$124,951	\$425,000	\$75,000	(\$350,000)
	Security System Upgrade	\$0	\$0	\$1,100	\$1,100
	Server Replacements	\$0	\$0	\$9,000	\$9,000
	Software	\$4,617	\$8,000	\$8,000	\$0
	Telephone	\$7,096	\$6,800	\$6,800	\$0
	Training & Conferences	\$7,606	\$2,500	\$15,000	\$12,500
	Trash Service	\$31,046	\$32,000	\$32,000	\$0
	Uniforms	\$245	\$1,000	\$1,000	\$0
	Upgrade firewall switch - untangle	\$0	\$1,300	\$0	(\$1,300)
	Water Deposit Refunds	\$943	\$500	\$500	\$0
	Water Testing/monitoring	\$14,316	\$13,000	\$13,000	\$0
	Web Page & Agenda Management*	\$0	\$0	\$9,300	\$9,300
	Webpage Maintenance	\$2,450	\$2,000	\$500	(\$1,500)
	Website	\$1,500	\$1,500	\$0	(\$1,500)
	Total Operating Budget	\$749,696	\$1,087,765	\$613,460	(\$474,305)
TOTAL EXPENSES		\$1,123,388	\$1,622,301	\$1,131,979	(\$490,322)



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB C Public Hearing: Intent to Lease Old Town Hall**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Motion**

**PRESENTER: Willie Harper**

**PHONE: 540-894-5100**

### **BACKGROUND / SUMMARY:**

The Mineral Historical Foundation made a presentation at the May 9<sup>th</sup> Town Council meeting on the concept of using the old Town Hall as a museum with the Town leasing the building to the Foundation for \$1 per month. The Council directed the staff to publish a notice of intent to lease Town Hall to gather public input on whether to proceed with leasing the building to the Historical Foundation for the purpose of having a Town Museum.

### **ATTACHMENTS:**

1. Public Hearing Notice

### **REQUESTED ACTION:**

1. Hold hearing.
2. Close hearing and have Council discussion.
3. Make motion to have the Town Manager negotiate a lease with the Mineral Historical Foundation and bring the proposed lease back to the Town Council for its approval at the July 11, 2022, regular Town Council meeting.

## **TOWN OF MINERAL PUBLIC NOTICE**

Please take notice that on June 13, 2022 at 7:00 p.m. at the regular monthly meeting of the Mineral Town Council, at Town Hall at 312 Mineral Ave., Mineral, Virginia 23117, the Council will conduct a public hearing pursuant to Virginia Code section 15.2-1800 to receive public input regarding the Council's intention to lease the former Town Hall located at 102 1st Street in Mineral, Virginia 23117. All interested persons may attend and express their views. Any person requiring assistance to participate in the public hearing is asked to contact the Town Clerk prior to the meeting so that appropriate arrangements may be made.

By Order of the Mineral Town Council



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB D Public Hearing: ORDINANCE NO. 2021-04 Closes and abandons Forest Avenue between 9<sup>th</sup> & 10<sup>th</sup> Streets in the Town of Mineral.**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Ordinance and Motion**

**PRESENTER: Willie Harper**

**PHONE: 540-894-5100**

### **BACKGROUND / SUMMARY:**

Susan and Michael Groome requested that the Town close and abandon Forest Avenue between 9<sup>th</sup> and 10<sup>th</sup> Street and transfer the abandoned property to them.

### **ATTACHMENTS:**

1. Public Hearing Notice
2. Proposed Ordinance

### **REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.
3. Act on ordinance.



## **NOTICE OF PUBLIC HEARINGS MINERAL TOWN COUNCIL**

Please take notice that at the regular monthly meeting of the Mineral Town Council on June 13, 2022, at 7:00PM at Mineral Town Hall, 312 Mineral Ave., Mineral, VA, there will be public hearings on the following proposed ordinance:

FIRST PUBLIC HEARING: ORDINANCE NO. 2022-04

ORDINANCE NO. 2021-04 CLOSES AND ABANDONS FOREST AVENUE BETWEEN 9<sup>TH</sup> & 10<sup>TH</sup> STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY SUSAN AND MICHAEL GROOME FOR THE PURPOSE OF AN ADDITION TO THEIR EXISTING PROPERTIES. ORDINANCE NO. 2022-04 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

SECOND PUBLIC HEARING: AUTHORIZE THE TRANSFER OF PROPERTY VACATED AND ABANDONED BY ORDINANCE NO. 2022-04 TO SUSAN AND MICHAEL GROOME.

A copy of Ordinances No. 2022-04 is available, aswell as other associated documents, at Town Hall or by contacting Willie Harper, Interim Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117.

ORDINANCE NO. 2022-04

ORDINANCE NO. 2022-04 CLOSES AND ABANDONS A SECTION OF FOREST AVENUE BETWEEN 9<sup>TH</sup> & 10<sup>TH</sup> STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY SUSAN AND MICHAEL GROOME FOR THE PURPOSE OF AN ADDITION TO THEIR EXISTING PROPERTIES. ORDINANCE NO. 2022-04 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 13, 2022, that a section of Forest Avenue between 9<sup>th</sup> & 10<sup>th</sup> Streets be closed and abandoned for the purpose of an addition to the properties of Susan and Michael Groome, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.





## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB E Public Hearing: Authorize the transfer of property vacated and abandoned by Ordinance No. 2022-04 to Susan and Michael Groome**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision – By Resolution and Motion**

**PRESENTER: Willie Harper**

**PHONE: 540-894-5100**

### **BACKGROUND / SUMMARY:**

Susan and Michael Groome requeste that the Town close and abandon Forest Avenue between 9<sup>th</sup> and 10<sup>th</sup> Street and transfer the abandoned property to them.

### **ATTACHMENTS:**

1. Public Hearing Notice
2. Proposed Ordinance

### **REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.
3. Act on ordinance.



## **NOTICE OF PUBLIC HEARINGS MINERAL TOWN COUNCIL**

Please take notice that at the regular monthly meeting of the Mineral Town Council on June 13, 2022, at 7:00PM at Mineral Town Hall, 312 Mineral Ave., Mineral, VA, there will be public hearings on the following proposed ordinance:

FIRST PUBLIC HEARING: ORDINANCE NO. 2022-04

ORDINANCE NO. 2021-04 CLOSES AND ABANDONS FOREST AVENUE BETWEEN 9<sup>TH</sup> & 10<sup>TH</sup> STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY SUSAN AND MICHAEL GROOME FOR THE PURPOSE OF AN ADDITION TO THEIR EXISTING PROPERTIES. ORDINANCE NO. 2022-04 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

SECOND PUBLIC HEARING: AUTHORIZE THE TRANSFER OF PROPERTY VACATED AND ABANDONED BY ORDINANCE NO. 2022-04 TO SUSAN AND MICHAEL GROOME.

A copy of Ordinances No. 2022-04 is available, aswell as other associated documents, at Town Hall or by contacting Willie Harper, Interim Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117.

**RESOLUTION 2022-06**  
**Transfer of ownership of the closed and abandoned portion of Forest Avenue between**  
**9<sup>th</sup> & 10<sup>th</sup> Streets**

WHEREAS a properly advertised public hearing was conducted on June 13, 2022, by the Mineral Town Council regarding the proposed transfer of property vacated and abandoned by Ordinance No. 2022-04 to Susan and Michael Groome.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 13, 2022, that the closed and abandoned portion of Forest Avenue between 9<sup>th</sup> & 10<sup>th</sup> Streets in the Town Of Mineral shall be transferred to Susan and Michael Groome by quitclaim deed pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
3. Closing shall occur within sixty (60) days of the date of this Resolution.



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** Tab F Approval of Minutes

**ITEM TYPE:** Action

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Lisa Yates

**PHONE:** 540-894-5100

### **BACKGROUND / SUMMARY:**

The 8/9/21 minutes failed to reflect the motion to transfer the property of the alley closed and vacated by Ordinance 2021-07 to Kermit and Judith Greene (see page seven of the attached draft minutes). April 22<sup>nd</sup> minutes were deferred at the May 9, 2022 meeting.

### **ATTACHMENTS:**

Town Council Minutes for the 8/9/21, 4/11/22, 5/9/22 and 5/16 meetings

### **REQUESTED ACTION:**

Review and approve the minutes for the 8/9/21, 4/11/22, 5/9/22 and 5/16 meetings.



Town of Mineral  
Post Office Box  
316312 Mineral  
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Mineral, VA 23117

Phone 540-894-5100 Fax 540-894-4446

www.townofmineral.com email: Clerk\_Treasurer@townofmineral.net

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 – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed 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 – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed 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 – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed 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 – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed 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).**

<b>Ed Kube - yes</b>	<b>David Lawson – yes</b>
<b>Roy McGehee - yes</b>	<b>Tommy Runnett -</b>
<b>abstain</b>	<b>Tony Henshaw – yes</b>
<b>Ed Jarvis - abstain</b>	

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.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**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).**

<b>Tommy Runnett - yes</b>	<b>Roy McGehee - yes</b>
<b>Ed Jarvis -yes</b>	<b>David Lawson - yes</b>
<b>Ed Kube - yes</b>	<b>Tony Henshaw - abstain</b>

**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 - yes**

**Ed 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 Townwebsite, 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 –**

**yes Ed Jarvis – yes      Tony Henshaw -**

**yes Ed 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 – yes
Ed Jarvis – yes	Tony Henshaw - yes
Ed 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 – yes
Ed Jarvis – yes	Tony Henshaw - yes
Ed 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.

#### **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 – yes
Ed Jarvis – yes	Tony Henshaw - yes
Ed 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 – yes
Ed Jarvis – yes	Tony Henshaw - yes
Ed Kube – yes	David Lawson - yes

DRAFT

**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.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

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.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee –</b>
<b>yesEd Jarvis – yes</b>	<b>Tony Henshaw -</b>
<b>yesEd Kube – yes</b>	<b>David Lawson -</b>
<b>yes</b>	

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

**So  
Certified:**

<b>Pam Harlowe - yes</b>	
<b>Tommy Runnett – yes</b>	<b>Roy McGehee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

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

<b>Tommy Runnett – yes</b>	<b>Roy McGehee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

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 Councilmembers agreed to the motion by consent.**

**The Mayor adjourned the meeting.**

DRAFT

ORDINANCE NO. 2021-05 AMENDS THE MINERAL TOWNCODE, 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 AREA 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.

DRAFT



**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 9<sup>th</sup> 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 9<sup>th</sup> 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.**



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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

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## **TOWN OF MINERAL TOWN COUNCIL MEETING**

### **MINUTES Monday, April 11, 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, Lisa Yates; Acting Town Clerk/Treasurer

**PUBLIC:** Blair Nipper, Chris Guerre, Olivia McCarthy

**ABSENT:** Mayor Pam Harlowe

#### **Town of Mineral Council Meeting**

Vice-Mayor Tommy Runnett called the meeting to order with the Pledge of Allegiance.

Vice-Mayor Tommy Runnett opened the floor to public comments.

**Motion was made by Councilman Edwin Jarvis to amend the agenda and move the closed session after the Public Hearings seconded by Councilman Tony Henshaw motion passed (5-1-0).**

**Tommy Runnett – yes**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Tony Henshaw - yes**

**David Lawson - no**

**Roy McGehee – yes**

#### **Public Hearing-November Election Ordinances**

The Town Attorney reported that at the 2021 session of the general assembly a law was passed that all municipalities move to an election cycle starting with November 2022 it is a required ordinance.

Opened Public Hearing

Chris Guerre of 80 Saint Cecilia Avenue explained his concerns that regarding election he would like to see council to take opportunity to add scattering terms and that there are very few towns that have a full council operating equally at the same time for four years. He mentioned that the town still has an ordinance on the

books regarding the town elections and that the town elections are to take place at the town office. Blair Nipper of 301 West Fourth Street, began her public comments by agreeing with Chris Guerre on the staggering of the election of town council members.

#### Closed Public Hearing

Councilman Edwin Jarvis said he always thought staggering was good but as was just brought up it is kind of late in the game to do this year, but whomever is on Council in November it could be addressed for the next time. Roy McGehee is concerned about the turnout numbers if polling place is at the Town Office.

Councilman Tony Henshaw stated his concerns about staggering and there would not be enough people interested on being on council. Councilman Ed Kube commented that he thought the staggering of council would be a good idea and best to be done at the same location as the general election.

**Motion was made by Councilman Ed Kube to pass the Ordinance 2022-01 An Ordinance Providing For The Election Of The Mayor And Town Council Members At The November General Election Date Of Even-Numbered Years With The First Such Election Occurring In 2022, seconded by Councilman Edwin 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

#### Open public hearing

#### **Public Hearing-Ordinance 2022-02 Planning Commission**

Town Attorney gave a brief introduction that Mr. Snyder requested ordinance 2022-02 which reduces the number of the Planning Commission from seven to five.

Chris Guerre of 80 Saint Cecilia Avenue reported that he has not seen on the website a notice of when and where the Planning Commission meets.

Olivia McCarthy of 201 West Third Street questioned why the Planning Commission is going from seven to five members. The Town Attorney reported the Planning Commission had not been able to get a quorum together with seven members so they were hoping when they reduce to five members, they will get a quorum.

**Motion was made by Councilman Edwin Jarvis to pass the Ordinance 2022-02 Adds To The Mineral Town Code, Part 1: “Administrative Legislation, Chapter 106, “Planning Commission,” Sec. 106-1, “Planning Commission” Which Contains General Requirements For Operation Of The Mineral Planning Commission And Reduces The Number Of Members Of The Planning Commission From Seven To Five, seconded by Councilman Tony 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

#### **Public Comments**

Olivia McCarthy of 201 West Third Street commented she was having difficulty with website and receiving the agenda and things like that. She has been getting her water bill very sporadically and last couple of months hadn't gotten any bills at all and is concerned about accruing a large bill and that was not her intention.

Chris Guerre of 80 Saint Cecilia Avenue spoke regarding the town ordinances provide that the Budget and Finance Committee are to present a budget, but he didn't see it on the agenda, or a notice of this meeting posted on the website three days prior to meeting. Notices should be posted 1<sup>st</sup> website, 2<sup>nd</sup> public location 3<sup>rd</sup> office of the clerk. He also commented on FOIA laws in general in regard to going into closed session.

Blair Nipper of 301 West Fourth Street has noticed that we have not had any budget financial report for six months, she passed out an example of what the City of Louisa budget report looks like. In the future she would like to see more than just the bills the Town is paying.

Olivia McCarthy of 201 West Third Street commented she did not receive her personal property tax bill until March 30, 2022.

Shannon Hawkins of 2868 Owens Creek Road addressed the Council and stated that she was informed that Reese Peck was resigning. She stated that she thrives in a work environment with structure which Mr. Peck

has worked diligently to provide us. We are in this situation due to a toxic workplace. Last week Pam Harlowe indirectly called Reese Peck a jackass in front of her and a client.

**Motion was made by Councilman Jarvis seconded by Councilman Henshaw to go into closed session 2.2-37-11(A)(1) for the discussion or consideration of the resignation of the interim Town Manager, the performance and compensation of the DMV Manager the hiring of the Town Manager and the hiring of the acting Clerk/Treasurer, also pursuant to VA code 2.2-311(A)(8) for consultation with legal counsel regarding two specific matters requiring the provision of legal advice, requirements of Virginia Freedom of Information Act, requirements and mandates regarding VRS Retirement System as well as specific locality requirements for record keeping.**

**Tommy Runnett – yes**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Roy McGehee - yes**

**Tony Henshaw - 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**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Roy McGehee - yes**

**Tony Henshaw - yes**

**David Lawson – yes**

**Motion was made by Councilman Jarvis to approve the salary increase for the DMV supervisor of 10% and amend the job description seconded by Councilman Henshaw motion passed with a unanimous 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 accept the resignation of the interim Town Manager with regret, seconded by Councilman Lawson Motion passed with a unanimous 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 authorize the Town Attorney to notify the state police in regard to missing records and to request an investigation, seconded by Councilman Lawson Motion passed with a unanimous 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 split the Clerk/Treasurer position in terms of functions given that with the interim Manager leaving and the financials as it is set up with signing checks, we need to do something to help the staff, seconded by Councilman Kube Motion passed (5-1-0).**

**Tommy Runnett – yes**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Roy McGehee - no**

**Tony Henshaw - yes**

**David Lawson – yes**

Councilman Jarvis is concerned that there is yet another Town Manager that is leaving before their time and it continues to point in one direction and that individual is an elected official the best the Council can do is

do a resolution and/ or sanction the Mayor. Vice Mayor Tommy Runnett read the resolution 2022.03 before the Council. Councilman Lawson commented that silence is consent, but he does not agree with the resolution. Councilman Kube commented that there has not been support shown to the Town Manager as it should have been. The resolution passed at the last meeting stated that the Town Manager had day to day authority to direct staff. He also expressed his regrets that the Town Manager is leaving. Councilman Henshaw commented there are consequences for your actions. Councilman Jarvis commented that he could care less about the resolution and that he would be happy to just make a motion that the Mayor should be sanctioned publicly. Councilman Jarvis withdrew his motion. Vice Mayor Tommy Runnett stated that we cannot condone nor accept this behavior from the Mayor.

**Motion was made by Vice Mayor Tommy Runnett to approve Resolution 2022-03 as amended, seconded by Councilman Tony Henshaw. Motion passed (5-0-1).**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee - abstain</b>
<b>Ed Jarvis- yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube- yes</b>	<b>David Lawson – yes</b>

**Motion was made by Councilman Lawson that the interim Town Manager act as the VRS administrator, seconded by Councilman Jarvis. Motion passed with all in favor.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee - yes</b>
<b>Ed Jarvis- yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube- yes</b>	<b>David Lawson – yes</b>

#### **Approval of March 2022 Council Meeting Minutes**

**Motion was made by Councilman Lawson to approve the March 2022 Town Council Meeting Minutes. Seconded by Councilman Jarvis. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee - yes</b>
<b>Ed Jarvis- yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube- yes</b>	<b>David Lawson – yes</b>

#### **Approval of August 2021 Council Meeting Minutes**

**Motion was made by Councilman Jarvis to approve the August, 2021 Town Council Meeting Minutes. Seconded by Councilman Lawson. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGehee - yes</b>
<b>Ed Jarvis- yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube- yes</b>	<b>David Lawson – yes</b>

#### **Approval of Bills to be Paid**

**Motion was made by Councilman Lawson to approve the April bills to be paid, 2022, seconded by Councilman Jarvis. Motion passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Jarvis- yes</b>	<b>David Lawson - yes</b>
<b>Ed Kube- yes</b>	<b>Roy McGehee - yes</b>

#### **Town Manager and Staff Reports**

The following staff reports were presented to the Council:

- 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, had three questions. Does the Council want to authorize an

advertisement for a public hearing to change the due date on a tax ordinance, authorize an ordinance on check signing and did they want to authorize advertisement on an ordinance to change the polling place? **Motion was made by Councilman Lawson to accept June 15, as the tax delinquent date for 2021 Real Estate and Personal Property taxes as well as authorize a Public Hearing for next month, seconded by Councilman Jarvis. Motion was passed with a unanimous 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 move the election polling place to Mineral Baptist Church, and have a public hearing seconded by Councilman Lawson. Motion passed with a unanimous vote.**

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

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

**Motion was made by Vice Mayor Runnett to approve Shannon Hawkins to sign checks, seconded by Councilman Jarvis motion passed with a unanimous vote.**

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

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

### **Standing Committee Reports**

Auditor Committee Report presented by Councilman Kube. No report

Beautification/Anti-Litter Committee was presented by Councilman Kube. There will be a beautification festival the last weekend of April.

Building Committee report was presented by Councilman Jarvis the Mineral Historic Foundation will make a presentation next month regarding the use of the old Town Office.

Budget and Finance Committee: no report

Cemetery Committee report presented by Councilman Runnett. Cemetery looks well maintained

Communication Committee report presented by Councilman Kube no report

Economic Development Committee presented by Councilman Lawson no report

Personnel Committee: no report

Planning Commission no report

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 Usage has been reduced on Louisa County water and sewer.

### **New Business**

Sal Luciano gave a presentation of how he wants to develop block 150, lots 1-3, 5-13,16-20 & Block 151 lots 1-8, 10-12,14-16. He plans on building 5 or 6 houses.

### **Past Due Utility Bills**

Reese Peck reported that there is a sizable amount of past due utility bills in the amount of \$25,800 which was reduced to \$20,000 with the COVID CARE monies. It was discussed that as of June 1, 2022, the Town would go back to its old policy of shutting off water to customers if they did not pay their past due bills or at least make payment arrangements with the Town.

**State & Local Fiscal Recovery Funds Budget**

**Motion was made by Councilman Lawson to adopt RESOLUTION 2022-04 “ADOPTION OF BUDGET- Coronavirus State & Local Fiscal Recovery Funds”, seconded by Councilman McGehee. Motion passed with a unanimous vote.**

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

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

**Motion was made by Councilman McGehee to adjourn the meeting. Seconded by Councilman Henshaw. Motion was passed with a unanimous vote.**

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

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

**ORDINANCE NO. 2022-01**  
**AN ORDINANCE PROVIDING FOR THE ELECTION OF THE**  
**MAYOR AND TOWN COUNCIL MEMBERS AT THE**  
**NOVEMBER GENERAL ELECTION DATE OF EVEN-**  
**NUMBERED YEARS WITH THE FIRST SUCH ELECTION**  
**OCCURRING IN 2022.**

WHEREAS members of the Mineral Town Council are elected in May in even numbered years for four-year terms and take office on July 1; and

WHEREAS Virginia Code section 24.2-222.1, 1950, as amended, provides that, notwithstanding any contrary provisions of a town charter, the council of a town may provide by ordinance that the council shall be elected at the November general election date of any cycle as designated in the ordinance, for terms to commence January 1; and

WHEREAS the 2021 General Assembly passed Senate Bill 1157 shifting all municipal elections for towns from May to November, beginning with elections held after January 1, 2022; and

WHEREAS the Mineral Town Council, after public hearing and considering the interests of the voters of the Town of Mineral, has concluded that it is in the public interest to shift municipal elections to odd numbered years pursuant to the grant of authority contained Va. Code section 24.2- 222.1, 1950, as amended.

NOW THEREFORE BE IT ORDAINED THAT the Mineral Town Code, Chapter 182, "Elections," be amended by adding § 182-2, "November Elections" to read as follows:

**"Sec 182-2 November Elections**

The Mayor and six members of Town Council shall be elected for four year terms at the November general election date beginning in November 2022 for terms to commence January 1, 2023."

This Ordinance shall take effect upon adoption.



**ORDINANCE NO. 2022-02 ADDS TO THE MINERAL TOWN CODE, PART 1: "ADMINISTRATIVE LEGISLATION, CHAPTER 106, "PLANNING COMMISSION," SEC. 106-1, "PLANNING COMMISSION" WHICH CONTAINS GENERAL REQUIREMENTS FOR OPERATION OF THE MINERAL PLANNING COMMISSION AND REDUCES THE NUMBER OF MEMBERS OF THE PLANNING COMMISSION FROM SEVEN TO FIVE.**

**Part 1: Administrative Legislation Chapter 106.**

**Planning Commission.Sec. 106-1. Planning Commission**

A town planning commission is hereby created. Such commission shall consist of five members with staggered terms, qualified by knowledge and experience to make decisions on questions of community growth and development. All members shall be residents of the town and at least half the members shall be owners of real property. One member may be the mayor, a member of the town council or the Town Planner and he/she shall be an ex-officio member of the planning commission.

The remaining members hereinafter referred to as appointed members, shall be appointed by the town council. The terms of the mayor or council member and of the town planner who is appointed as a member of such commission shall in all cases correspond with their terms of office. All other members shall be appointed for terms of four years.

Any vacancy in membership shall be filled by appointment of the council for the unexpired term. Members may be removed for malfeasance in office. A member of the planning commission may be removed from office by the town council in the event that the commission member is absent from any three consecutive meetings of the commission or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the town council for the unexpired portion of the term of the member who has been removed.

All members of the town planning commission shall serve without compensation.

The local planning commission shall elect a Chairman and a Secretary and fix the time for holding regular meetings. The planning commission shall schedule additional meetings as needed in accordance with state law.

April 11, 2022, Resolution 2022-03

WHEREAS the Mineral Town Council approved a Resolution on March 14, 2022 stating that the Interim Town Manager shall be vested with the sole authority to direct staff on a day-to-day basis; and 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 Interim Town Manager; and

WHEREAS the purpose of the Resolution dated March 14, 2022 was to allow the Interim Town Manager to accomplish tasks and projects that are critical to the operation of the Town of Mineral; and

WHEREAS during the time in 2021 and 2022 that the Mayor served as the Town Manager due to the resignation of the prior Town Manager, there were significant matters relating to the Town of Mineral that were either not tended to, or were tended to incorrectly; and

WHEREAS the Town of Mineral must take swift action to ensure that all legally required actions are taken in a timely manner; and

WHEREAS because the Mayor has continued to interfere with the day-to-day operations of the Town of Mineral and has failed to adhere to the March 14, 2022 Resolution by continuing to direct staff; and

WHEREAS the Mayor has also disparaged the Interim Town Manager to staff by referring to him as a “jack ass;” and

WHEREAS the Interim Town Manager has now tendered his resignation effective May 11, 2022; and

WHEREAS the Mayor has obstructed and had conflicts with at least the past two Town Manager’s such that they resigned; and

WHEREAS the Interim Town Manager’s resignation is directly attributable to the interference and disparagement by the Mayor.

NOW THEREFORE BE RESOLVED that the Mayor is hereby censured as a result of her failure to abide by the March 14, 2022 Resolution, her interference with the day-to-day operations of the Town and her insulting and inappropriate comments about the Interim Town Manager; and

BE IT FINALLY RESOLVED that the Mayor is hereby directed by the Mineral Town Council to:

1. Cooperate fully with the Interim Town Manager in terms of sharing information, login

information and passwords; and

2. Treat the Interim Town Manager and all Town staff with respect and courtesy; and
3. Refrain from any and all actions that have the potential to be detrimental to the Town of Mineral.

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*Town Clerk*

---

*Date*

RESOLUTION 2022-04  
ADOPTION OF BUDGET  
Coronavirus State & Local Fiscal Recovery Funds

WHEREAS it is necessary to adopt a budget for the expenditure of the \$542,622.00 of the Coronavirus State & Local Fiscal Recovery Funds allotted to the Town Mineral.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on April 11, 2022, adopted the following budget for the expenditure of the Coronavirus State & Local Fiscal Recovery Funds:

- \$9,199.98 for the audio/visual upgrade of the Councils meeting room to allow for remote participation.
- \$533,422.02 for rehabilitation water and sewer distribution lines.

\_\_\_\_\_  
*Town Clerk*

\_\_\_\_\_  
*Date*



Town of Mineral  
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Phone 540-894-5100 Fax 540-894-4446  
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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**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Tony Henshaw - yes**

**David Lawson - 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**  
**Ed Jarvis- yes**  
**Ed Kube- yes**

**Roy McGehee - yes**  
**Tony Henshaw - 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**  
**Ed Jarvis- yes**  
**Ed Kube- yes**

**Tony Henshaw - yes**  
**David Lawson - 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**  
**Ed Jarvis- yes**  
**Ed Kube- yes**

**Tony Henshaw - yes**  
**David Lawson - 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 9<sup>th</sup> and 10<sup>th</sup> Streets**

**Councilman Jarvis made a motion to advertise to close as requested Forest Avenue between 9<sup>th</sup> and 10<sup>th</sup> 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**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- 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**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- 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**

**Tony Henshaw - yes**

**Ed Jarvis- yes**

**David Lawson - yes**

**Ed Kube- 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**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Roy McGehee - yes**

**Tony Henshaw - 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**

**Ed Jarvis- yes**

**Ed Kube- yes**

**Roy McGehee - yes**

**Tony Henshaw - 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 15<sup>th</sup> 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 15<sup>th</sup>."

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



Town of Mineral  
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Pam Harlowe, Mayor  
Tommy Runnett, Vice-Mayor  
Ed Jarvis  
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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 16, 2022**  
**7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice-Mayor Runnett (via cell phone), Council Member Henshaw, Council Member Jarvis, Council Member Lawson, Council Member Kube.

**STAFF MEMBERS:**

**ABSENT:** Council Member McGehee

**Town of Mineral Council Meeting**

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

**Telephonic Participation:** Vice-Mayor Runnett stated he was calling from home but could not participate in person due to health issues.

**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.**

**Voting Yea:** Council Member Jarvis, Council Member Henshaw, Council Member Lawson, Council Member Kube.

**Abstained:** None

**Not Present:** Council Member McGehee

Detailed discussion lead to several amendment to the staff FY 2021-2022 Proposed Budget Amendment.

**Motion made by Vice-Mayor Runnett, Seconded by Council Member Lawson that the revised FY 2021-2022 Budget Amendment be published for a public hearing at the Town Hall on June 13, 2022 at 7:00 pm.**

**Voting Yea: Vice-Mayor Runnett, Council Member Henshaw, Council Member Jarvis, Council Member Lawson, Council Member Kube.**

**Not Present: Council Member McGehee**

Detailed discussion lead to several amendment to the staff FY 2022-2023 Proposed Budget, Tax and Utility Rates.

**Motion made by Council Member Lawson, Seconded by Council Member Henshaw that the revised FY 2022-2023 Proposed Budget, Tax and Utility Rates be published for a public hearing at the Town Hall on June 13,2022 at 7:00 pm.**

**Voting Yea: Vice-Mayor Runnett, Council Member Henshaw, Council Member Lawson, Council Member Kube.**

**Abstained: Council Member Jarvis**

**Not Present: Council Member McGehee**

DRAFT

**PROPOSED FY2021-2022  
Amendment**

OPERATING REVENUES		ADOPTED FISCAL YEAR 2022	AMENDED FISCAL YEAR 2022	FISCAL YEAR 202 AMENDMENT INC. / DEC.
<b>GENERAL &amp; PROGRAM REVENUES</b>				
	Anti-Litter Grant	\$1,000	\$1,000	
	Bank Stock Tax	\$45,000	\$45,000	
	BPOL Tax	\$35,000	\$35,000	
	Building Zoning applications	\$2,250	\$2,250	
	Bush Hog Service	\$300	\$300	
	Cemetery Income	\$35,000	\$35,000	
	Connection Fee Sewer	\$120,000	\$32,000	<b>(\$88,000)</b>
	Connection Fee Water	\$60,000	\$30,000	<b>(\$30,000)</b>
	COVID Care	\$25,870	\$25,870	
	COVID Cares Utility Funds	\$0	\$9,659	<b>\$9,659</b>
	COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	
	DMV Select Revenue	\$336,000	\$336,000	
	Fines & Penalties	\$1,000	\$1,000	
	Fire Programs Income	\$15,000	\$15,000	
	Grant Income	\$1,000	\$1,000	
	Interest Income	\$3,600	\$3,600	
	Local Sales Tax	\$35,000	\$35,000	
	Meals Tax	\$56,000	\$56,000	
	Miscellaneous Income	\$1,000	\$1,000	
	Notary Services	\$300	\$300	
	Personal Property Tax	\$15,526	\$15,526	
	Postage Reimbursement	\$100	\$100	
	Public Service Corp. Tax	\$8,500	\$8,500	
	Real Estate Tax	\$97,374	\$101,000	<b>\$3,626</b>
	Rental Income	\$4,500	\$4,500	
	Rolling Stock Tax	\$1,200	\$1,200	
	Tax overpayment	\$500	\$500	
	Transient Occupancy Tax	\$2,000	\$2,000	
	Vehicle Tax	\$6,690	\$6,690	
	Water and Sewer Sales	\$250,000	\$250,000	
	Water Deposits	\$3,000	\$3,000	
	<b>Surplus - Increase in unassigned fund balance</b>	<b>(\$95,835)</b>	\$0	
	<b>Use of unassigned fund balance</b>		\$292,995	
<b>TOTAL REVENUE</b>		<b>\$1,338,185</b>	<b>\$1,622,301</b>	<b>-\$104,715</b>

PROPOSED FY2021- 2022 Amendment				
OPERATING EXPENSES		ADOPTED FISCAL YEAR 2022	AMENDED FISCAL YEAR 2022	FISCAL YEAR 2022 AMENDMENT TINC. / DEC.
GENERAL & OVERHEAD				
Personal Services				
	Salaries	\$413,358	\$413,358	
	FICA	\$21,000	\$31,622	\$10,622
	VRS-Retirement, Disability and Group Life	\$17,000	\$17,000	
	Aflac	\$7,000	\$7,000	
	Health Plan	\$65,556	\$65,556	
	<b>Total Personal Services</b>	<b>\$523,914</b>	<b>\$534,536</b>	<b>\$10,622</b>
Operating Budget				
	Accounting Consultants	\$0	\$0	
	Advertising	\$3,000	\$3,000	
	Asset Management	\$15,000	\$15,000	
	Audit	\$14,000	\$14,000	
	Bank Charges	\$50	\$50	
	Beautification	\$3,000	\$3,000	
	Buyback (Cemetery Plots)	\$1,000	\$1,000	
	Conference Room Upgrades	\$2,000	\$9,200	\$7,200
	County Wastewater Treatment	\$75,000	\$125,000	\$50,000
	County Water Purchased	\$25,000	\$120,000	\$95,000
	COVID Cares Expense	\$0	\$0	
	COVID Cares Utility Funds - Return of Unspent Funds	\$0	\$5,105	\$5,105
	Debt Service	\$71,580	\$71,580	
	Deposits to Perpetual Care Fund	\$3,500	\$3,500	
	Dues/Permits/Licenses	\$3,500	\$3,500	
	Electricity	\$25,000	\$25,000	
	Fertilizer, Mulch, and Maintenance	\$1,730	\$1,730	
	Fire Programs Expense	\$15,000	\$15,000	
	Gas for maintenance vehicles & equipment	\$2,500	\$2,500	
	Hook up fee paid to LCWA	\$15,000	\$15,000	
	Insurance - Aflac	\$7,000	\$7,000	
	Insurance - VRSA	\$14,200	\$14,200	

Internet/Email/Cloud Storage	\$4,200	\$4,200	
IT Support	\$4,000	\$12,000	<b>\$8,000</b>
Laptop Replacement/Council Chromebooks	\$5,500	\$10,000	<b>\$4,500</b>
Legal Fees	\$15,000	\$15,000	
Louisa Land Fill Charges	\$14,400	\$14,400	
Mileage Reimbursement	\$2,000	\$2,000	
Miscellaneous	\$500	\$500	
Office Cleaning	\$9,000	\$9,000	
Office Heat	\$1,500	\$1,500	
Office Supplies	\$20,000	\$20,000	
Perpetual Care	\$3,500	\$3,500	
Police & Legal Matters	\$5,000	\$5,000	
Postage	\$2,200	\$2,200	
Property Maintenance	\$0	\$0	
QS1 Training	\$0	\$0	
Refund for Tax overpayment	\$500	\$500	
Repair & Maintenance- Town Facilities	\$40,000	\$40,000	
Repairs & Maintenance - Water & Sewer	\$321,311	\$425,000	<b>\$103,689</b>
Security System Upgrade	\$0	\$0	
Server Replacements	\$0	\$0	
Software	\$8,000	\$8,000	
Telephone	\$6,800	\$6,800	
Training & Conferences	\$2,500	\$2,500	
Trash Service	\$32,000	\$32,000	
Uniforms	\$1,000	\$1,000	
Upgrade firewall switch - untangle	\$1,300	\$1,300	
Water Deposit Refunds	\$500	\$500	
Water Testing/monitoring	\$13,000	\$13,000	
Web Page & Agenda Management*	\$0	\$0	
Webpage Maintenance	\$2,000	\$2,000	
Website	\$1,500	\$1,500	
<b>Total Operating Budget</b>	<b>\$814,271</b>	<b>\$1,087,765</b>	<b>\$273,494</b>
<b>TOTAL EXPENSES</b>	<b>\$1,338,185</b>	<b>\$1,622,301</b>	<b>\$284,116</b>

**TOWN OF MINERAL,  
VIRGINIA PROPOSED  
BUDGET FOR FISCAL YEAR  
JULY 1, 2022 – JUNE 30, 2023  
AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES**

Current Water & Sewer Residential Rates				Proposed Water & Sewer Residential Rates			
Town of Mineral				Town of Mineral			
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	\$26.50	\$35.40	<i>In-Town</i>	1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$8.00/1,000 gallons	\$8.95/1,000 gallons		Over 3,000 gallons	\$9.06/1,000 gallons	\$8.95/1,000 gallons
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	\$30.00	N/A	<i>Out-of-Town</i>	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.50/1,000 gallons	N/A

Water & Sewer Residential Rates Percent Increase			
Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	13.21%	12.99%
Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

**Solid Waste Collection Rate Schedule (Out-of- Town Only)**

Residential Rate: Current Rate-\$310 per year Proposed Rate – No Change

**Proposed Tax Rates for  
Calendar Year 2022**

	Current Rate	Proposed Rate
Real Estate	\$0.24/\$100	\$0.22 Decrease \$0.02
Personal Property	\$0.48/\$100	No increase
Transient Occupancy Tax	5%	No increase
Meals Tax	5%	No Increase
Business License	\$0.14/\$100 Gross Receipts	No Increase

Vehicle License Tax - \$20 (No Increase) for cars and light trucks, and motorcycles

PROPOSED FY 2022-2023 BUDGET				
OPERATING REVENUES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
<b>GENERAL &amp; PROGRAM REVENUES</b>				
Anti-Litter Grant	\$935	\$1,000	\$1,000	\$0
Bank Stock Tax	\$47,659	\$45,000	\$45,000	\$0
BPOL Tax	\$20,456	\$35,000	\$29,000	(\$6,000)
Building Zoning applications	\$1,300	\$2,250	\$2,250	\$0
Bush Hog Service	\$0	\$300	\$300	\$0
Cemetery Income	\$41,128	\$35,000	\$35,000	\$0
Connection Fee Sewer	\$16,000	\$32,000	\$32,000	\$0
Connection Fee Water	\$26,000	\$30,000	\$36,000	\$6,000
COVID Care	\$44,496	\$25,870	\$0	(\$25,870)
COVID Cares Utility Funds	\$13,087	\$9,659	\$0	(\$9,659)
COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	\$0	(\$271,311)
DMV Select Revenue	\$375,954	\$336,000	\$336,000	\$0
Fines & Penalties	\$2,930	\$1,000	\$1,000	\$0
Fire Programs Income	\$15,000	\$15,000	\$15,000	\$0
Grant Income	\$483	\$1,000	\$1,000	\$0
Interest Income	\$464	\$3,600	\$3,500	(\$100)
Local Sales Tax	\$42,513	\$35,000	\$35,000	\$0
Meals Tax	\$45,288	\$56,000	\$56,000	\$0
Miscellaneous Income	\$36	\$1,000	\$1,000	\$0
Notary Services	\$205	\$300	\$300	\$0
Personal Property Tax	\$24,629	\$15,526	\$19,407	\$3,881
Postage Reimbursement	\$7	\$100	\$100	\$0
Public Service Corp. Tax	\$9,037	\$8,500	\$8,500	\$0
Real Estate Tax	\$100,987	\$101,000	\$101,000	\$0
Rental Income	\$4,500	\$4,500	\$4,500	\$0
Rolling Stock Tax	\$0	\$1,200	\$1,200	\$0
Tax overpayment	\$1,596	\$500	\$500	\$0
Transient Occupancy Tax	\$2,066	\$2,000	\$2,000	\$0
Vehicle Tax	\$6,350	\$6,690	\$6,690	\$0
Water and Sewer Sales	\$217,937	\$250,000	\$282,500	\$32,500
Water Deposits	\$3,000	\$3,000	\$3,000	\$0
Surplus - Increase in unassigned fund	(\$211,963)	\$0	\$0	\$0
Use of unassigned fund balance	\$0	\$292,995	\$73,231	(\$219,764)
<b>TOTAL REVENUE</b>	<b>\$1,123,388</b>	<b>\$1,622,301</b>	<b>\$1,131,979</b>	<b>(\$490,322)</b>
<b>PROPOSED FY 2022-2023 BUDGET</b>				
OPERATING EXPENSES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
<b>GENERAL &amp; OVERHEAD</b>				
<b>Personal Services</b>				
Salaries	\$289,894	\$413,358	\$417,860	\$4,502
FICA	\$15,737	\$31,622	\$31,966	\$344
VRS-Retirement, Disability and Group Life	\$12,408	\$17,000	\$9,904	(\$7,096)
Aflac	\$6,648	\$7,000	\$0	(\$7,000)
Health Plan	\$49,005	\$65,556	\$58,789	(\$6,767)
<b>Total Personal Services</b>	<b>\$373,692</b>	<b>\$534,536</b>	<b>\$518,519</b>	<b>(\$16,017)</b>
<b>Operating Budget</b>				
Accounting Consultants	\$0	\$0	\$10,000	\$10,000
Advertising	\$2,602	\$3,000	\$3,000	\$0
Asset Management	\$14,686	\$15,000	\$15,000	\$0
Audit	\$10,000	\$14,000	\$14,000	\$0
Bank Charges	\$0	\$50	\$50	\$0
Beautification	\$1,088	\$3,000	\$3,000	\$0
Buyback (Cemetery Plots)	\$245	\$1,000	\$1,000	\$0
Conference Room Upgrades	\$0	\$9,200	\$0	(\$9,200)
County Wastewater Treatment	\$164,180	\$125,000	\$75,000	(\$50,000)
County Water Purchased	\$21,533	\$120,000	\$25,000	(\$95,000)
COVID Cares Expense	\$94,079	\$0	\$0	\$0
COVID Cares Utility Funds - Return of Unspent Funds	\$13,087	\$5,105	\$0	(\$5,105)
Debt Service	\$71,580	\$71,580	\$71,580	\$0
Deposits to Perpetual Care Fund	\$3,865	\$3,500	\$3,500	\$0
Dues/Permits/Licenses	\$4,019	\$3,500	\$3,500	\$0
Electricity	\$14,515	\$25,000	\$25,000	\$0
Fertilizer, Mulch, and Maintenance	\$1,692	\$1,730	\$1,730	\$0
Fire Programs Expense	\$15,000	\$15,000	\$15,000	\$0
Gas for maintenance vehicles & equipment	\$1,640	\$2,500	\$2,500	\$0
Hook up fee paid to LCWA	\$6,000	\$15,000	\$15,000	\$0
Insurance - Aflac	\$14,188	\$7,000	\$0	(\$7,000)
Insurance - VRSa	\$14,188	\$14,200	\$14,600	\$400
Internet/Email/Cloud Storage	\$1,927	\$4,200	\$4,200	\$0
IT Support	\$3,060	\$12,000	\$6,000	(\$6,000)
Laptop Replacement/Council Chromebooks	\$2,400	\$10,000	\$0	(\$10,000)
Legal Fees	\$15,000	\$15,000	\$15,000	\$0
Louisa Land Fill Charges	\$13,577	\$14,400	\$14,400	\$0
Mileage Reimbursement	\$1,200	\$2,000	\$2,000	\$0
Miscellaneous	\$503	\$500	\$500	\$0
Office Cleaning	\$6,300	\$9,000	\$9,000	\$0
Office Heat	\$1,087	\$1,500	\$1,500	\$0
Office Supplies	\$19,289	\$20,000	\$20,000	\$0
Perpetual Care	\$3,865	\$3,500	\$3,500	\$0
Police & Legal Matters	\$0	\$5,000	\$5,000	\$0
Postage	\$2,208	\$2,200	\$2,200	\$0
Property Maintenance	\$0	\$0	\$20,000	\$20,000
Refund for Tax overpayment	\$1,327	\$500	\$500	\$0
Repair & Maintenance- Town Facilities	\$14,996	\$40,000	\$40,000	\$0
Repairs & Maintenance -Water & Sewer	\$124,951	\$425,000	\$75,000	(\$350,000)
Security System Upgrade	\$0	\$0	\$1,100	\$1,100
Server Replacements	\$0	\$0	\$9,000	\$9,000
Software	\$4,617	\$8,000	\$8,000	\$0
Telephone	\$7,096	\$6,800	\$6,800	\$0
Training & Conferences	\$7,606	\$2,500	\$15,000	\$12,500
Trash Service	\$31,046	\$32,000	\$32,000	\$0
Uniforms	\$245	\$1,000	\$1,000	\$0
Upgrade firewall switch - untangle	\$0	\$1,300	\$0	(\$1,300)
Water Deposit Refunds	\$943	\$500	\$500	\$0
Water Testing/monitoring	\$14,316	\$13,000	\$13,000	\$0
Web Page & Agenda Management*	\$0	\$0	\$9,300	\$9,300
Webpage Maintenance	\$2,450	\$2,000	\$500	(\$1,500)
Website	\$1,500	\$1,500	\$0	(\$1,500)
<b>Total Operating Budget</b>	<b>\$749,696</b>	<b>\$1,087,765</b>	<b>\$613,460</b>	<b>(\$474,305)</b>
<b>TOTAL EXPENSES</b>	<b>\$1,123,388</b>	<b>\$1,622,301</b>	<b>\$1,131,979</b>	<b>(\$490,322)</b>





## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** Tab G Bills to be Paid

**ITEM TYPE:** Accounts Payable

**PURPOSE OF ITEM:** Decision – By Motion

**PRESENTER:** Lisa Yates

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

Review and approve the bills to be paid for June 2022

**ATTACHMENTS:**

Bills to be paid for the June 2022

**REQUESTED ACTION:**

Motion to approve

## JUNE 2022 Bills to be Paid

Vendor	Account	Account Number	Description		Amount
Aflac	Employee Insurance - Health	015-555			\$ 76.36
Anthem	Employee Insurance - Health	015-356			\$ 2,502.00
Avexon	IT Support	015-365	Remote support services		\$ 3,400.00
Besley Implements	Repair/Maintenance General	015-395	10w4 oil		\$ 9.50
Central Virginia Contractors	Repair/Maintenance W & S	015-396	waterline for 2 homes on West 8th st. and Chestnut		\$ 11,053.00
Central Virginia Contractors	Repair/Maintenance W & S	015-396	rough grade/seed/fertilize on West 8th st and Chestnut		\$ 716.50
Comcast/xfinity	Internet	015-510			\$ 168.35
Control Equipment Company	Repair/Maintenance W & S	015-396			\$ 1,551.56
Courney Cleaning Service, Inc	Cleaning of Office	015-520			\$ 300.00
DMV	Office Supplies	015-375			\$ 10.00
Dominion Virginia Power	Electricity	015-410/411	Electric		\$ 1,205.82
Duke Oil	Gas & Oil	015-345			\$ 513.89
F and H Paving	Repair/Maintenance W & S	015-396	repair utility Mineral Ave at the VFW		\$ 1,250.00
Fortiline	Repair/Maintenance	015-395			\$ 916.20
Integralrx	Office Supplies	015-375	Account payable checks		\$ 307.19
Kamstrup	Office Supplies	015-375	READY software license		\$ 1,240.99
Bernice Kube	Beautification	015-315	flowers for town signs		\$ 32.83
Erard, Andrea G, Esq	Legal Fees	015-360			\$ 1,250.00
ICMA	Advertising	015-305	Advertisement for Town Manager		\$ 600.00
PA State Association of Boroughs	Advertising	015-305	Advertisement for Town Manager		\$ 100.00
Louisa County Landfill	Landfill	015-425			\$ 1,132.92
Louisa County Water Authority	County Water	015-325	water - 459100 gallons		\$ 3,086.56
Louisa County Water Authority	County Waste Water	015-320	sewer -986116 gallons		\$ 9,798.13
Louisa County Water Authority	water connection fee	015-470	water connection fee	702 West 8th St.	\$ 1,000.00
Louisa County Water Authority	water connection fee	015-470	water connection fee	502 E 5th St.	\$ 1,000.00
Main Street Supply	Repair/Maintenance W & S	015-396	plumbing fixtures, weed spray, light, key, valve box	old town office, 8th & chestnut, W 8th St, 707 virginia ave, park ave	\$ 1,312.65
Martin Marietta	Repair/Maintenance W & S	015-396	gravel for west 5th & Chestnut water main		\$ 905.71
Pam Harlowe	Milage Reimbursement	015-465	Milage		\$ 50.00
Purcell	Repair/Maintenance General W&S	015-395	Riser blocks	West 8th Street	\$ 60.22
QS1 (PubliQ)	Office Supplies	015-375	Office Supplies		\$ 634.78
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer		\$ 481.72
Ricoh	Office Supplies	015-375	Copier Rental		\$ 237.33
Ricoh	Office Supplies	015-375	Copier Rental		\$ 451.24
Studio490	Web Page Maintenance	015-490			\$ 660.00
Updike	Trash	015-569			\$ 2,692.06
VACO	Advertising	015-305	Advertisement for Town Manager		\$ 50.00
VEPGA	Dues	015-330	dues		\$ 21.00
Verizon	Telephone	015-415			\$ 288.97
VML	Membership Dues	015-330	FY23 Membership Dues		\$ 460.00
VUPS - Virginia Utility Prot. Service	Misc	015-170			\$ 14.70
White Oak Electric	Repair/Maintenance W & S	015-396	well 4 repairs		\$ 892.00
*Federal Tax Deposit	Payroll Taxes	380 & 012			\$ 7,103.41
*Virginia Dept Taxation	Payroll Taxes	015-012			\$ 1,298.15
<b>Sams Club - Mastercard Credit</b>					\$ -
Google	Internet	015-510	google workspace		\$ 202.80
Crystal Springs	Office Supplies	015-375	water cooler		\$ 106.39
USPS	Office Supplies	015-375	stamps		\$ 192.00
Acorn	Office Supplies	015-375	notary stamp		\$ 51.36
Amazon	Office Supplies	015-375	tp, pens lysol, pop up notes, cups		\$ 303.75
<b>Truist Bank - Visa Credit Card</b>					
OOMA, Inc	Telephone	015-415			\$ 295.72
Virginia State Police	Office Supplies	015-375	Background check for Mona Nelson		\$ 20.00
Secretary of the Commonwealth	Office Supplies	015-375			\$ 45.00
Prepared by LKY					\$ 62,052.76



**TOWN OF MINERAL  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report**

**DATE: June 10, 2022**

**PREPARED BY: Lisa Yates/Patty Finch**

**MONTHLY REPORT / PROJECT UPDATE:**

**Spring Grove Cemetery**

Deposited sales for the month of June and sent LGIP a check for the month of June  
Coordinated site locations with Hank Staudinger to mark graves sites and headstones sites

**CLERK / TREASURER**

Water bills due June 15, 2022, created and mailed May 23, 2022  
Continued with daily tasks as follows but not limited to

- o Accepted payments from residents and businesses for water, meals tax, BPOL, tax bills etc.
- o Made bank deposits 4-5 per week to Blue Ridge Bank and collected the mail from Town's PO Box.
- o Completed weekly payroll and distributed paychecks to all staff
- o Created office supply order two times per month.
- o Submitted payroll taxes for Federal and Virginia State Government
- o Submitted Quarterly VEC report
- o Coordinated VA811 / Miss Utility tickets with Hank Staudinger
- o Corresponded with Hank Hicks for any maintenance needs of the office or town

**ATTACHMENTS: n/a**

**HEADS UP ITEMS: n/a**

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



## **TOWN OF MINERAL**

### **TOWN COUNCIL MEETING MAY**

### **MONTHLY REPORT / PROJECT UPDATE**

#### **AGENDA ITEM: MINERAL DMV MANAGERS REPORT**

**DATE: 05/2022**

**PREPARED BY: SHANNON HAWKINS**

#### **MONTHLY REPORT / PROJECT UPDATE:**

1. Mona Nelson is now a Notary.
2. Kenzie Brooks is back from maternity leave on 05/16/2022
3. Reached out to 7 title companies from Maryland and West Virginia. Terry's Tag and Title and Rockville Auto Tag and Title out of Maryland have agreed to send us title work. Each of the titling companies have multiple locations across Maryland. In June we will start to see their work here at Mineral DMV Select.
4. Capital One Auto finance has agreed to send us repossessions, redemptions & duplicate titles. The first batch of work we will receive is May 27th.
5. Dip in revenue between 5/13 thru 5/19. The Vin Decoder was down statewide, and we could not print titles. Our Title Clerks did not want to process any of their title work on those dates because they needed the title in hand.
6. New credit card terminals are needed per Richmond. they will supply us with 3 of the 5 we need. Each terminal costs 800.00, we need to purchase 2. The Accounting Dept. via an invoice for the total amount, deducted from your monthly compensation in a 1-time lump sum for the number of additional terminals requested or the total amount can be deducted from your monthly compensation over a 3-month period. I need to let Sarah know ahead of time how you would like the credit card payment to be handled. I would like to know how the council would like to proceed with payment for the additional 2 terminals.
7. The DMV Select will have an external audit conducted on Jun 21, 2022, Agents from Headquarters will be in the office on that day.
8. Fiscal end revenues and inventory will be completed in June.

#### **ATTACHMENTS:**

DMV Credit Card Terminal E-Mail  
May 2022 Revenue Report

**HEADS UP ITEM: McKenzie Brooks has put in her resignation her last day will be on Jun 17, 2022**  
**[McKenzie Brooks](#) leaves us after a year of experience.**

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



Shannon Hawkins &lt;shawkins@townofmineral.net&gt;

## New Credit Card terminals are coming soon

2 messages

**Browning, Charles** <charles.browning@dmv.virginia.gov>

Wed, Jun 1, 2022 at 8:44 AM

To: DIST1 LIC AGENT <dist1licagent@dmv.virginia.gov>, DIST2 LIC AGENT <dist2licagent@dmv.virginia.gov>, DIST3 LIC AGENT <dist3licagent@dmv.virginia.gov>, DIST4 LIC AGENT <dist4licagent@dmv.virginia.gov>, DIST5 LIC AGENT <dist5licagent@dmv.virginia.gov>, DIST6 LIC AGENT <dist6licagent@dmv.virginia.gov>, "A154-DL-DIST7 LIC AGENT (DMV)" <dist7licagent@dmv.virginia.gov>

Cc: Sarah Conboy <sarah.conboy@dmv.virginia.gov>, David Showers <david.showers@dmv.virginia.gov>, "Sheila (DMV) Allen" <sheila.allen@dmv.virginia.gov>, Brian White <brian.white@dmv.virginia.gov>, Janet Barker <janet.barker@dmv.virginia.gov>, DeAnna Roney <deanna.roney@dmv.virginia.gov>, Samuel Hallack <sam.hallack@dmv.virginia.gov>, Sabrina Beckford <sabrina.beckford@dmv.virginia.gov>, Christal Chester <christal.chester@dmv.virginia.gov>, Laura Howell <laura.howell@dmv.virginia.gov>, Ida Fleming <ida.fleming@dmv.virginia.gov>

Good morning,  
Hope everyone is doing well.

The current MX925 model credit card terminal that all the CSCs and Selects are using unfortunately will no longer meet the PCI banking standards at the end of this calendar year. The Agency will still partner with Elavon (like now) but will transition over to the Ingenico Lane 8000 credit card terminals. A predetermined number of credit card terminals will be provided to each Select based on their credit card daily usage with the maximum number allotted of 3 terminals to some Selects. Additional credit card terminals can be purchased by the Select like many of you have done in the past for \$800 which is cheaper than the price of the MX models. If anyone would like additional Lane 8000 models now, please email Sarah Conboy (sarah.conboy@dmv.virginia.gov) directly so she can have a count of what will need to be pre-ordered for each office. Orders can also be given anytime throughout the year if you may not know what you need right now. It normally takes approximately 30-45 days to establish a site ID through Elavon for additional terminals. Sarah will also handle any billing requirements which will be processed by our Accounting Dept. via an invoice for the total amount, deducted from your monthly compensation in a 1 time lump sum for the number of additional terminals requested or the total amount can be deducted from your monthly compensation over a 3 month period. Please let Sarah know ahead of time how you would like the credit card payment to be handled.

Once I have a confirmed date of the transition which will probably be in the August to September timeframe, the DMV Select HQ team will set up a phone bridge line much like we did before and predetermined Selects will be given a specific day to attempt the registration process for the new terminals. Instructions will be given ahead of time to each office for registration purposes. At this point, the new terminals will be shipped directly to your offices. If you are able to successfully register the new credit card terminals, you will be able to use them just like the current ones immediately. However, if you run into any issues, you can call the bridge line that we will provide with a call in number and a passcode to each of you and we will be able to easily get someone from our IT dept. on the line to assist you. We anticipate this entire process for the Selects to take about 5-6 days to complete. If anyone would like to know how many credit card terminals each office will initially receive by the Agency, please email Sarah or myself.

Your old credit card terminals that you will unplug and disconnect from your network can simply be locked up in your security room and someone from our team will come to your office and pick them up and return them to DMV to be surplus with the vendor. It will take some time for all terminals to be picked up from each of your offices but know we will get them from you with a scheduled visit. **DO NOT ship the old terminals back to the Agency.**

Below is some initial information that was provided to us from our IT dept. that we would like you to share with your IT staff so they will be aware of some additional port changes.

Please let us know if you have any questions.

Thanks

Please see below the update configurations required for the new Ingenico Lane 8000 devices.

The addresses/ports for payment processing have not changed, however, the update process is completely different. I've highlighted the addresses & ports that need to be reachable/resolvable by the card terminals.

## Elavon Production Environment

### IP Addresses for Hostnames:

termupdate.elavon.net – 198.203.192.141 & 198.203.191.251  
termmgt.elavon.com – 198.203.192.20  
fuseboxtrant.elavon.net – 198.203.192.253 & 198.203.191.116

### Ports:

WAN Port 3020 – Heartbeat (Tetra) – termupdate.elavon.net  
WAN Port 6423 – Pin Pad Updates (Tetra) – termupdate.elavon.net  
WAN Port 7000 – Fusebox Production Server – fuseboxtrant.elavon.net

LAN Port 6000 – Pin pad connection

## Barry Browning

Virginia DMV| DMV Director| CSMA DMV Select| (804) 367-2702|

charles.browning@dmv.virginia.gov| www.dmvNOW.com

### Confidentiality Statement

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To unsubscribe from this group and stop receiving emails from it, send an email to dist3licagent+unsubscribe@dmv.virginia.gov.

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**Shannon Hawkins** <shawkins@townofmineral.net>

To: Kendra Ellis <kellis@townofmineral.net>, Willie Haper <townmanager@townofmineral.net>

Thu, Jun 2, 2022 at 4:27 PM

[Quoted text hidden]

May Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
5/2/2022	\$14,580.84	\$718.79
05/03/2022	\$63,698.57	\$3,140.16
05/04/2022	\$50,248.27	\$2,477.10
05/05/2022	\$53,429.19	\$2,633.91
05/06/2022	\$19,935.61	\$982.77
05/09/2022	\$17,011.50	\$838.62
05/10/2022	\$24,628.24	\$1,214.10
05/11/2022	\$47,939.03	\$2,363.26
05/12/2022	\$41,037.35	\$2,023.03
05/13/2022	\$19,194.59	\$946.24
05/16/2022	\$13,219.04	\$651.66
05/17/2022	\$5,450.03	\$268.67
05/18/2022	\$15,158.48	\$747.27
05/19/2022	\$3,564.96	\$175.74
05/20/2022	\$18,638.22	\$918.81
05/23/2022	\$21,570.38	\$1,063.36
05/24/2022	\$37,790.48	\$1,862.96
05/25/2022	\$20,705.59	\$1,020.73
05/26/2022	\$20,404.46	\$1,005.88
05/27/2022	\$34,106.76	\$1,681.37
05/30/2022	\$60,335.19	\$2,974.35
05/31/2022	\$11,189.98	\$551.63
Total	\$613,836.76	\$30,260.42