



## Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

[rsnyder@townofmineral.com](mailto:rsnyder@townofmineral.com)

### Town of Mineral Council Meeting Agenda

March 14, 2022

7:00PM

	Call to Order and Roll Call
	Adopt/Amend Agenda
TAB A	Approval of Council Meeting Minutes
TAB B	Approval of Bills to Be Paid
TAB C	Town Manager and Staff Reports
	Town Attorney Report - <b>No After Dark Trespassing Ordinance and Signage at Luck /Field and Town Park</b>

#### 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

TAB D	Public Hearings Postponed - Planning Commission & November Election Ordinances
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#### New Business

TAB E	Bank Signature Authorizations
TAB F	Health Insurance Renewal
TAB G	Appoint Zoning Administrator
TAB H	Budget Schedule
TAB I	Resolution Authorizing Payment of Bills

#### Closed Session

Closed Meeting: 2.2-3711(A)(8) for consultation with legal counsel regarding a specific matter requiring the provision of legal advice - tax due date, penalty & interest, and 2.2-3711(A)(1) for the discussion of the performance and compensation of two specific employees.

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 · Reese Peck, Acting Treasurer/Clerk Rebecca Snyder, Andrea Erard, Town Attorney**



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

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

**ITEM TYPE:** Action Item

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

**PRESENTER:** Rebecca Snyder

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

Review and approve the minutes for the January and February meetings.

**ATTACHMENTS:**

Town Council Minutes for the January 10, 2022 and February 14, 2022 meetings.

**REQUESTED ACTION:**

Motion to approve



Town of Mineral  
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Pam Harlowe, Mayor  
Tommy Runnett, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGeHee  
Tony Henshaw  
David Lawson  
Andrea Erard, Town Attorney

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

### **MINUTES**

**Monday, January 10, 2022  
7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Edward Jarvis, Edward Kube, Roy McGeHee, Tony Henshaw, David Lawson

**STAFF MEMBERS:** Andrea Erard; Town Attorney, Ron Chapman; Special Projects Coordinator/Planner,

**Public:** James Snider, Blair Nipper, Joseph Haney

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

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

The Mayor opened the floor for Public Comments

Mr. Jarvis spoke in regards to the power outage, possibly using the Town Hall as a warming center should the Town have another outage lasting several days.

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

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed Kube – yes**

**David Lawson - yes**

#### **Approval of Council Meeting Minutes**

The previous Town Council Meeting Minutes which were provided to Council at the beginning of the meeting were briefly discussed. It was decided to table the discussion to allow the Council time to read over all of the minutes before making a motion to accept them.

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

**Motion was made by Mr. Jarvis to approve the January Bills to be Paid. Mr. Lawson seconded. 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**

#### **Town Attorney Report**

Ms. Erard informed the Council of the Governor's Declaration of a State of Emergency in regards to COVID. It was advised that the Town could declare a local State of Emergency. The benefit would be additional hospital funding and some staffing cost reimbursement and while allowing some leeway on government functions.

**Motion was made by Mr. Runnett to declare a local State of Emergency. Mr. Lawson seconded. The 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**

## **Standing Committee Reports**

Beautification/Anti-Litter Committee: no report

Building Committee: no report

Budget and Finance Committee: no report

Cemetery Committee: no report

Communications Committee: no report

Economic Development Committee: no report

The Personnel Committee updated the COVID policies, specifically the Return to Work Policy.

The Mayor asked Council to review the employee Holiday Schedule. After discussion, Council decided the holiday schedule would remain as voted on during the December Council meeting.

The Mayor alerted the Council that an ordinance and a public hearing is needed to change the date of the elections in the Town of Mineral.

**A motion was made by Mr. Runnett to approve advertising a Public Hearing to change the date of the election to November, as required by the State of Virginia. Mr. Kube seconded. 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**

The Council explored the option of changing the day of the regular monthly Council Meeting. The decision was made to leave the Meeting schedule as it stands.

The Planning Commission discussed amending their legislation by Ordinance. The Planning Commission would consist of five members and two appointed members; one from the Town and one being the Planner.

**A motion was made by Mr. Jarvis to advertise for a Public Hearing to vote on the Ordinance change to the Planning Commission. Mr. Henshaw seconded. The 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**

Mr. Lawson discussed the need to appropriate the second half of the annual budget.

**A motion was made by Mr. Lawson to appropriate the second half of the annual budget. Mr. Kube seconded. The 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. Lawson to go into closed session 2.2-3711A8 for the discussion of hiring an Interim Town Manager. Mr. Jarvis seconded. 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**

**Go back into open session**

**Motion was made by Mr. Jarvis to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Mr. Lawson seconded. 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 adjourn the meeting. Seconded by Mr. 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**

DRAFT







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

### **M I N U T E S**

**Monday, February 14, 2022  
7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Edward Jarvis, Edward Kube, Tony Henshaw, David Lawson

**ABSENT:** Roy McGeHee

**STAFF MEMBERS:** Reese Peck; Interim Town Manager, Andrea Erard; Town Attorney, Ron Chapman; Special Projects Coordinator/Planner, Shannon Hawkins; DMV Supervisor, Rebecca Snyder; Interim Town Clerk/Treasurer

**Public:** Blair Nipper, Chris Guerre, Olivia McCarthy, Joseph Haney

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

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

Mayor Harlowe asked if Council would adopt or amend the agenda.

Mr. Kube requested that the appointments to the Board of Zoning Appeals be added to the agenda.

**Motion by Mr. Kube to adopt the agenda with the Board of Zoning Appeals addition, Mr. Runnett seconded. Motion passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mayor Harlowe introduced the new Interim Town Manager, Reese Peck.

Mr. Peck gave an introduction with a brief description of his work experience and background.

Mayor Harlowe opened the Public Hearing regarding leasing of the Old Town Hall.

There were no public speakers.

There was no discussion by Council.

Mayor Harlowe closed the Public Hearing.

**Public Comments:**

Chris Guerre spoke of his concern of the dumpster near the old elementary school. Vultures are being attracted to the dumpster. The unit is being filled up weekly, often at night. Mr. Guerre is asking the nuisance be removed.

Blair Nipper spoke of her concern of not seeing the posting of the public hearing regarding the election of Town Council being switched to November. The Town Attorney, Andrea Erard, replied that the public hearing will be posted next month.

**Approval of Council Meeting Minutes**

Mr. Kube reviewed the Town Council Meeting Minutes for the month of August and suggested the necessary corrections.

**Motion was made by Mr. Kube to approve the minutes as revised for the August 9, 2021 Town Council Meeting, Mr. Runnett seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube reviewed the Town Council Meeting Minutes for the month of September and made the necessary corrections.

**Motion was made by Mr. Kube to approve the minutes as revised for the September 13, 2021 Town Council Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube reviewed the Town Council Meeting Minutes for the month of November and suggested the necessary corrections.

**Motion was made by Mr. Kube to approve the minutes as revised for the November 8, 2021 Town Council Meeting, Mr. Runnett seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube reviewed the Town Council Meeting, Special Session held on November 18, 2021 and suggested the necessary corrections.

**Motion was made by Mr. Kube to approve the minutes as revised for the November 18, 2021 Special Session Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube reviewed the Town of Mineral Public Hearing held on December 30, 2021 and suggested the necessary corrections.

**Motion was by Mr. Kube to approve the minutes as revised for the December 30, 2021 Public Hearing, Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube reviewed the Town Council Meeting Minutes for the month of December and suggested the necessary corrections.

**Motion was made by Mr. Kube to approve the minutes as revised for the December 13, 2021 Town Council Meeting, Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

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

Rebecca Snyder presented the Bills to be Paid report for the month of February.

Mayor Harlowe added a second bill from Roto Router to the report.

Mr. Jarvis questioned the Dominion Power bill for the Well 5-Walton Park service. This location is no longer the Town's responsibility therefore the electric bill should not be included in the Town's expenses.

**Motion was made by Mr. Jarvis to approve the February Bills to be Paid, Mr. Runnett seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

### **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

Interim Town Clerk/Treasurer report presented by Mrs. Rebecca Snyder

Special Projects Coordinator/Planner report presented by Mr. Ron Chapman

### **Town Attorney Report**

Ms. Andrea Erard presented the first draft of the revised employee manual. Approval will be given on individual pages one at a time, in lieu of approving the manual as a whole.

## **Standing Committee Reports**

Auditor Committee Report was presented by Mr. Kube who explained how the Town is preparing for the next audit.

Beautification/Anti-Litter Committee was presented by Mr. Kube discussing the upcoming seasonal start of the Farmer's Market.

Building Committee report was presented by Mr. Jarvis discussing renting out the old town hall.

Budget and Finance Committee: no report, but will have a report next month

Cemetery Committee: no report

Communications Committee spoke on improving the Town's website

Economic Development Committee: no report

Personnel Committee: no report

Planning Commission mentioned that Mr. Jim Snider was under the weather

Police and Legal Matters Committee: no report

Streets Committee report was presented by Mr. Henshaw.

Quotes are being collected to remove a tree on Mrs. Seay's property.

Debris on the streets left from the winter storms will be cleaned up in the next day or two.

Mr. Runnett continued the report with solutions for the intersection with the traffic light. Due to several near missed accidents the intersection needs to be addressed to give room for turning semi-trucks.

Water and Sewer Committee report was presented by Mr. Runnett. There is an increased inflow of water in the sewer line on the west side of town. The Town is working with a contractor to resolve the problem.

The pump station on Saint Frances and the Lagoon pump station is being looked into and Hank Staudinger is checking the manholes in that area.

The Town Square area is having a problem with residents using flushable wipes, there is no such thing as flushable wipes. Letters and notices have gone out explaining the situation. Large grease slugs have also been found in the lines.

## **Old Business**

Andrea Erard spoke on authorizing a public hearing next month to reduce the members of the Planning Commission from seven members to five members.

**Motion was made by Mr. Jarvis to authorize a public hearing next month for the Planning Commission, Mr. Runnett seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

#### **New Business**

**Motion was made by Mr. Kube to add Reese Peck and delete Ronald Chapman from the signature card from Blue Ridge Bank. Mr. Henshaw seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Peck discussed switching telephone systems from the antiquated current system in the Town Office to Ooma Office. The Ooma Office telephone system includes several updated features and will save the Town approximately \$4,300 annually.

**Motion to purchase the Ooma Office telephone system for the Town Office was made by Mr. Kube and seconded by Mr. Lawson. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Peck presented a Website and Agenda Management Proposal. While using the Town of Bowling Green's website as an example, Mr. Peck showed the Council the features available with the MuniCode Website and Agenda package. The proposal included the pricing options the Town of Mineral could use.

Mr. Kube agreed the MuniCode package would be a win/win situation with the available features and cost savings, but to recommend delay the purchase until the next fiscal year starting July, 2022.

Mr. Lawson spoke for the Communication Committee The Town should plan for the extra initial expense switching the MuniCode website would entail.

Mr. Peck gave an informational presentation on Health Insurance Renewal. The insurance plans used by the Town will be discussed further by the Personnel Committee to be reported back to Town Council.

Mr. Chapman updated the Council regarding the Tax Bills. The Real Estate and Personal Property tax bills will be mailed on Friday, February 18, 2022. The Town will need to pay for postage and the shipping fees upfront in order for the printing company to distribute the bills.

**Motion made by Mr. Jarvis to pay the cost immediately of postage and shipping in order for the Real Estate and Personal Property taxes to be mailed out by February 18, 2022. Mr. Henshaw seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

Mr. Kube spoke on the Board of Zoning Appeals members. There are currently three members, but five members are needed.

**Motion was made by Mr. Kube to recommend to the Circuit Court that Michelle Covert be reappointed to the Board of Zoning Appeals. Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**Motion was made by Mr. Kube that Anthony Wade be recommended to the Circuit Court as a new member of the Board of Zoning Appeals. Mr. Jarvis seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**Motion was made by Mr. Lawson to go into closed session 2.2-3711A8 for the discussion of the legal options for Ivy Lane and for the compensation of the Interim Town Manager and the performance of three specific Town employees. Mr. Henshaw seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**A corrected Motion was made by Mr. Jarvis to go into closed session 2.2-3711A8 for the discussion of the legal options for Ivy Lane and section 2.2-3211A1 for compensation of the Interim Town Manager and the performance of three specific Town employees. Mr. Henshaw seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**Go back into open session**

**Motion was made by Mr. Jarvis to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Mr. Henshaw seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**Motion was made by Mr. Jarvis to approve the Interim Town Manager's contract to be retroactive from January 18, 2022. Seconded by Mr. Kube. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**



**Motion was made by Mr. Jarvis to increase the Interim Town Clerk/Treasurer's pay by 10% to be retroactive to the beginning of the Interim Clerk/Treasurer appointment. Seconded by Mr. Kube. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**

**Motion was made by Mr. Lawson to adjourn the meeting. Seconded by Mr. Kube. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Tony Henshaw – yes**

**Ed Kube – yes**

**Ed Jarvis – yes**

**David Lawson – yes**



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

**AGENDA ITEM:** Bills to be Paid March 2022

**ITEM TYPE:** Accounts Payable

**PURPOSE OF ITEM:** Approval by Town Council

**PRESENTER:** Rebecca Snyder

**PHONE:** 540-894-5100

### **BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in March 2022

### **ATTACHMENTS:**

Bills to be Paid report

### **REQUESTED ACTION:**

Approve for vendor payment

## March 2022 Bills to be Paid

Vendor	Account	Account Number	Description		Amount
Advanced Network System	Telephone	015-415			\$ 50.96
Aflac	Employee Insurance - Health	015-356		BRB 3/4/2022	\$ 76.36
All Install	Repair/Maintenance General	015-395	Generator Yearly Maintenance		\$ 250.00
Anthem	Employee Insurance - Health	015-356			
AP Security	Office Supplies	015-375	Yearly fee		\$ 251.40
Avexon, LLC	IT Support	015-365			\$ 3,400.00
Central Virginia Contractors	Repair/Maintenance General	015-395	invoices 5269, 5271, 5268		\$ 7,066.00
Comcast/xfinity	Internet	015-510		auto 3/6/2022	\$ 168.35
Courney Cleaning Service, Inc	Cleaning of Office	015-520			\$ 750.00
Dominion Virginia Power	Electricity	015-410	Electric		\$ 1,847.43
Duke Oil	Gas & Oil	015-345			\$ 359.45
Enviromation, Inc	Repair/Maintenance W & S	015-396	Repair Well House		\$ 5,439.80
Erard, Andrea G, Esq	Legal Fees	015-360			\$ 1,250.00
Fortiline	Repair/Maintenance W & S	015-396			\$ 2,467.93
Lakeway Publishers, Inc	Advertising	015-305			\$ 868.20
Loudin Building Systems	Repair/Maintenance W & S	015-396	September 2021 invoice	mailed 3/4/22	\$ 1,750.00
Louisa County Landfill	Landfill	015-425			\$ 1,128.24
Louisa County Water Authority	County Water	015-325	water - 2,349,400 gallons		\$ 15,797.31
Louisa County Water Authority	County Waste Water	015-320	sewer - 1,286,544 gallons		\$ 12,781.38
Main Street Supply	Repair/Maintenance General	015-395			\$ 1,707.29
Massey Wood & West	Gas & Oil	015-345			\$ 346.23
Pam Harlowe	Milage Reimbursement	015-465	Milage		\$ 50.00
QS1 (PubliQ)	Office Supplies	015-375	Office Supplies		\$ 634.78
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer		\$ 393.12
Ricoh	Office Supplies	015-375	Copier Rental		\$ 305.04
Studio490	Web Page Maintenance	015-490			\$ 450.00
Tri-State Utilities	Repair Maintenance water & sewer	015-396	Final invoice		\$ 85,580.00
Updike	Trash	015-569			\$ 10.67
Verizon	Telephone	015-415			\$ 545.17
*Federal Tax Deposit	Payroll Taxes	380 & 012			\$ 4,939.73
*Virginia Dept Taxation	Payroll Taxes	015-012			\$ 939.87
VUPS - Virginia Utility Prot. Service	Misc	015-170			\$ 9.45
Wayne's Heating & Cooling	Repair & Maintenance	015-395			\$ 187.67
Wayne's Heating & Cooling	Repair & Maintenance	015-395			\$ 89.00
<b>Sams Club - Mastercard Credit</b>				auto 3/20/22	
Google	Internet	015-510		\$ 202.80	
Water	Office Supplies	015-375		\$ 65.90	
Amazon	Office Supplies	015-375		\$ 30.53	
Amazon	Office Supplies	015-375		\$ 11.41	
Amazon	Office Supplies	015-375		\$ 275.22	
Amazon	Office Supplies	015-375		\$ 77.60	
<b>Total Charge Card</b>				<b>\$ 663.46</b>	\$ 663.46
<b>Truist Bank - Visa Credit Card</b>					
Studio490	Web Page Maintenance	015-490		\$ 275.00	
United States Post Office	Postage	015-390		\$ 3.32	
Marathon Petro	Gas & Oil	015-345		\$ 50.00	
BMS Direct	MISC	015-370		\$ 461.70	
United States Post Office	Postage	015-390		\$ 120.00	
OOMA, Inc	Telephone	015-415		\$ 376.33	
<b>Total Charge Card</b>				<b>\$ 1,286.35</b>	\$ 1,286.35
					<b>\$ 153,840.64</b>
Prepared by RIS					



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

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

**DATE:** March 14, 2022

**PREPARED BY:** Rebecca Snyder

**MONTHLY REPORT / PROJECT UPDATE:**

**Spring Grove Cemetery**

- Monthly sales for February: \$2,900 – Deposit made on March 4, 2022 LGIP: \$260 – Check mailed on March 4, 2022
- Coordinated site locations with Hank Staudinger to mark graves sites and headstones sites
- Updated Town's website asking families to remove all decorations on the ground for upcoming spring landscaping.

**CLERK / TREASURER**

- Water bills due March 15, 2022, created and mailed February 22, 2022 (postcards read due date of 2/22/2022 – Apologizes for the typo, any late payments received before 3/15/2022 will be credited towards the next water bill)
- BPOL applications have been mailed out and several businesses have returned their paperwork with payment for the 2022 license
- Personal Property / Real Estate Tax tickets mailed out the week of February 28, 2022, several residents have submitted payments. Mortgage companies did not receive the tax bills for homeowners with escrow accounts. Residents need to forward Real Estate tax bills to their financial institutions. A small number of residents only received one of their tax tickets. An effort to get the remaining bills to the residents will be made if the tickets do not come through the mail from the printer.
- Collected documents and reports for the upcoming audit for Fiscal Year 2020-2021.
- Reconciled bank account with general ledger of accounting system. All account payables and receivables have been entered into the current accounting system; QS1. The previous accounting system; Our Town is no longer used for transactions. Our Town accounting software is used for reference only.
- Continued with daily tasks as follows but not limited too
  - Weekly staff meeting lead by Reese Peck
  - Accepted payments from residents and businesses for water, meals tax, BPOL, tax bills etc.
  - Made bank deposits 2-3 per weeks to Blue Ridge Bank and collected the mail from Town's PO Box.
  - Completed weekly payroll and distributed paychecks to all staff
  - Created office supply order two times per month.
  - Submitted monthly payroll taxes for Federal and Virginia State Government

- Coordinated VA811 / Miss Utility tickets with Hank Staudinger
- Corresponded with Hank Hicks for any maintenance needs of the office or town

**ATTACHMENTS:** n/a

**HEADS UP ITEMS:**

- Changes to next year's tax tickets
  - Look into using previous printer to create and mail tickets for next year
  - Assure Escrow companies receive tickets
  - To avoid further confusion due to the minimum payment of \$5.00, any bills with a minimum total will have a balance due of \$5.00 not the lesser amount shown. We receive several tax payments for the lesser amount and have to contact residents to send in the remaining balance to meet the \$5.00 tax payment minimum.
- Continuing to revise and correct the Minutes for the July, August, and October 2021 Town Council Meetings.



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

**AGENDA ITEM: DMV Select 361**

**DATE: 02/01/2022**

**PREPARED BY: Shannon Hawkins**

**MONTHLY REPORT / PROJECT UPDATE: February 01/01/2022**

1. Completed all QRT Reports and filings.
2. Gained ABS Repossessions (Big Customer) Previously lost during the pandemic.
3. Gained work from Capital One. Previously lost during the pandemic.
4. Advertised for a Part time Dmv Clerk.
5. On 03/25 a meeting was held with Barry Browning and David Showers from the DMV Headquarters with [Reese Peck](#) and myself to get a better understanding of DMV Protocols, procedures and revenue.

**ATTACHMENTS:**

**HEADS UP ITEMS:.**

1. Hire a new DMV Part-time employee.
2. Debbie Ireland the owner of Ireland Tag and Title agreed to do more business with us.

*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.*

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<b>Town of Mineral DMV Select</b>		
<b>February Monthly Revenue 2022</b>		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
02/01/2022	\$8,681.47	\$427.97
02/03/2022	\$4,606.39	\$227.08
02/02/2022	\$25,956.78	\$1,279.60
02/04/2022	\$40,442.80	\$1,993.72
02/07/2022	\$26,359.40	\$1,299.44
02/08/2022	\$26,149.24	\$1,289.08
02/09/2022	\$26,639.43	\$1,313.25
02/10/2022	\$4,567.50	\$225.16
02/11/2022	\$36,235.86	\$1,786.33
02/14/2022	\$10,172.27	\$501.46
02/15/2022	\$29,520.62	\$1,455.28
02/16/2022	\$16,864.05	\$831.35
02/17/2022	\$14,737.42	\$726.51
02/18/2022	\$54,502.98	\$2,686.84
02/22/2022	\$29,362.71	\$1,447.50
02/23/2022	\$46,827.68	\$2,308.47
02/25/2022	\$19,640.31	\$968.21
<b>Total</b>	<b>\$421,266.91</b>	<b>\$12,629.73</b>





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

**AGENDA ITEM: Interim Town Manager Monthly**

**Report DATE: 03/10/2022**

**PREPARED BY: Reese Peck**

**MONTHLY REPORT / PROJECT UPDATE:**

- Continued working to bring the Town into compliance with USDA and VRS requirements.
- Continued organizing and centralizing the electronic file of the Town.
- Distributing the Louisa County Water Authority Pretreatment Survey to new Town Businesses.
- Restructuring the financial system's chart of accounts.
- Changing account logins and passwords and developing a secure master list.
- Reset alarm system codes.
- Issued three zoning permits and one letter of zoning compliance.
- Working with the accounting software vendor to train Treasurer and Town Manager on correcting payroll and creating a new chart of accounts.
- Ordered a new Ooma Office phone system and took delivery of phones on 3/10/22.

**ATTACHMENTS:**

- None

**HEADS UP ITEMS:**

- Will work with the Personnel Committee on developing salary and benefit recommendations for FY 22- 23.
- The first reporting deadline for COVID to submit the Project and Expenditure Report is **April 30, 2022**, and will cover the period between March 3, 2021, and March 31, 2022.

*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 COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** Public Hearings Postponed - Planning  
Commission & November Election  
Ordinances

**ITEM TYPE:** Advisory

**PURPOSE OF ITEM:** Informational

**PRESENTER:** Reese Peck

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

The publication deadline for holding the hearings for March was missed. The hearings will now be held in April instead. The attached notice will be published the Central Virginia on 3/24 and 3/31.

**ATTACHMENTS:**

Public Hearing Notice

**REQUESTED ACTION:**

None

NOTICE OF PUBLIC HEARINGS  
MINERAL TOWN COUNCIL

Please take notice that on the 11th day of April 2022, at 7:00PM, the Mineral Town Council, at its regular monthly meeting, at the Town of Mineral Municipal Building, located at 312 Mineral Avenue, Mineral, Virginia 23117, will conduct a public hearing on the following:

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.

ORDINANCE NO. 2022-02

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.

Copies of both Ordinances are available at Town Hall or by contacting Reese Peck, Interim Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117. All citizens are invited to attend in person or by telephone to participate in these public hearings. Any person requiring assistance to participate in the public hearings is asked to contact Town Hall prior to the meeting so that appropriate arrangements can be made.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB F – Bank Signature Authorization**

**ITEM TYPE: Action Item**

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

**PRESENTER: Rebecca Snyder**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

- Remove Ti-Lea Austin from the Truist (formally BB&T) signature card and add Rebecca Snyder and Reese Peck.
- Remove Ti-Lea Austin from the LGIP signature card and add Rebecca Snyder and Reese Peck.

**ATTACHMENTS: None**

**REQUESTED ACTION: Motion to approve.**



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

**AGENDA ITEM: Health Insurance**

**ITEM TYPE: Action**

**PURPOSE OF ITEM: Decision**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:** The Town needs to select which health plan it will offer employees for the FY 2022 -2023. All groups must submit their renewal selections in Health Benefits Direct (HBD) by March 25, 2022. The TLC renewal package included a comparison of benefits brochure outlining the benefits offered under each of the plans, along with rates for all plan options. This information was given to the Town Council at its February meeting.

The cost of the insurance is split between the Town and the employee with the Town paying 90% of the premium. The Town's cost for the Expanded plan would be \$815 and for the 500 plan it would be \$684.

If the Town selects the Key Advantage 500 – Comprehensive Dental plan, any cost savings from switching plans should be used to help fund next year's salary adjustments.

**ATTACHMENTS:** Rates and a comparison of the current offering (Key Advantage Expanded – Comprehensive Dental) versus the plan I am recommending (Key Advantage 500 – Comprehensive Dental).

**REQUESTED ACTION:** Select the Key Advantage 500 – Comprehensive Dental plan for FY 2022-2023.

# THE LOCAL CHOICE HEALTH BENEFITS PROGRAM

Town Of Mineral

# T72635

Proposed Rates Effective from  
July 1, 2021 through June 30, 2022

## With Comprehensive Dental

	<u>Single</u>	<u>Dual</u>	<u>Family</u>
<b><u>ACTIVE EMPLOYEES</u></b>			
* Key Advantage Expanded	\$834	\$1,543	\$2,252
Key Advantage 250	\$759	\$1,404	\$2,049
Key Advantage 500	\$701	\$1,297	\$1,893
Key Advantage 1000	\$667	\$1,234	\$1,801
High Deductible Health Plan	\$551	\$1,019	\$1,488

## With Preventive Dental Only

<b><u>ACTIVE EMPLOYEES</u></b>			
* Key Advantage Expanded	\$817	\$1,511	\$2,206
Key Advantage 250	\$742	\$1,373	\$2,003
Key Advantage 500	\$684	\$1,265	\$1,847
Key Advantage 1000	\$650	\$1,203	\$1,755
High Deductible Health Plan	\$534	\$988	\$1,442

The rates above reflect a one-time TLC adjustment of a -4% decrease.

### \* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDHP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.

# THE LOCAL CHOICE HEALTH BENEFITS PROGRAM

Town Of Mineral  
# T72635

Proposed Rates Effective from  
July 1, 2022 through June 30, 2023

## With Comprehensive Dental

	<u>Single</u>	<u>Dual</u>	<u>Family</u>
<b><u>ACTIVE EMPLOYEES</u></b>			
* Key Advantage Expanded	\$905	\$1,674	\$2,444
Key Advantage 250	\$824	\$1,524	\$2,225
Key Advantage 500	\$760	\$1,406	\$2,052
Key Advantage 1000	\$724	\$1,339	\$1,955
High Deductible Health Plan	\$597	\$1,104	\$1,612

## With Preventive Dental Only

<b><u>ACTIVE EMPLOYEES</u></b>			
* Key Advantage Expanded	\$888	\$1,643	\$2,398
Key Advantage 250	\$807	\$1,493	\$2,179
Key Advantage 500	\$743	\$1,375	\$2,006
Key Advantage 1000	\$707	\$1,308	\$1,909
High Deductible Health Plan	\$580	\$1,073	\$1,566

The rates above reflect a one-time TLC adjustment of a -1% decrease.

### \* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDHP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.

## Key Advantage Expanded

Plan Year Deductible (Key Advantage: Applies to Certain Medical Services as Indicated on Chart) (HDHP: Applies to Medical, Behavioral Health, and Prescription Drug Services)	<b>In-Network:</b>		
	One Person	Two People	Family
	\$100	See Family	\$200
	<b>Out-of-Network:</b>		
	\$200	See Family	\$400
Plan Year Out-of-pocket Expense Limit	<b>In-Network:</b>		
	One Person	Two People	Family
	\$2,000	See Family	\$4,000
	<b>Out-of-Network:</b>		
	\$3,000	See Family	\$6,000
Out-of-Network Benefits	Yes. Once you meet the out-of-network deductible, you pay 30% coinsurance for medical and behavioral health services. Copayments do not apply to medical and behavioral health services. Copayments and coinsurance for routine vision, outpatient prescription drugs and dental services will still apply.		
Medical Care When Traveling (BlueCard)	Included		
Lifetime Maximum	Unlimited		
<b>Covered Services</b>	<b>In-Network You Pay</b>		
Ambulance Travel	20% coinsurance after deductible		
Autism Spectrum Disorder	Copayment/coinsurance determined by service received		
Behavioral Health and EAP Inpatient treatment			
• Facility Services	\$300 copayment per stay		
• Professional Provider Services	\$0		
Outpatient Professional Provider Visits	\$15 copayment		
Employee Assistance Program (EAP) 4 visits per issue (per plan year)	\$0		
Dental Care Preventive Dental Option (diagnostic and preventive services only for lower premium)	\$0		
Comprehensive Dental Option (for higher premium)	One Person	Two People	Family
Dental Plan Year Deductible	\$25	\$50	\$75
Plan Year Maximum (Except Orthodontics)	\$1,500		
• Preventive Dental Care	\$0		
• Primary Dental Care	20% coinsurance after dental deductible		
• Major Dental Care	50% coinsurance after dental deductible		
• Orthodontic Services (includes Adult Ortho)	50% coinsurance, no dental deductible, with \$1,500 lifetime maximum		

## Key Advantage 500

<b>In-Network:</b>		
One Person	Two People	Family
\$500	See Family	\$1,000
<b>Out-of-Network:</b>		
\$1,000	See Family	\$2,000
<hr/>		
<b>In-Network:</b>		
One Person	Two People	Family
\$4,000	See Family	\$8,000
<b>Out-of-Network:</b>		
\$7,000	See Family	\$14,000
<hr/>		
Yes. Once you meet the out-of-network deductible, you pay 30% coinsurance for medical and behavioral health services. Copayments do not apply to medical and behavioral health services. Copayments and coinsurance for routine vision, outpatient prescription drugs and dental services will still apply.		
<hr/>		
Included		
<hr/>		
Unlimited		
<hr/>		
<b>In-Network You Pay</b>		
<hr/>		
20% coinsurance after deductible		
<hr/>		
Copayment/coinsurance determined by service received		
<hr/>		
20% coinsurance after deductible		
\$0		
\$25 copayment		
<hr/>		
\$0		
<hr/>		
\$0		
<hr/>		
One Person	Two People	Family
\$25	\$50	\$75
\$1,500		
\$0		
20% coinsurance after dental deductible		
50% coinsurance after dental deductible		
50% coinsurance, no dental deductible, with \$1,500 lifetime maximum		



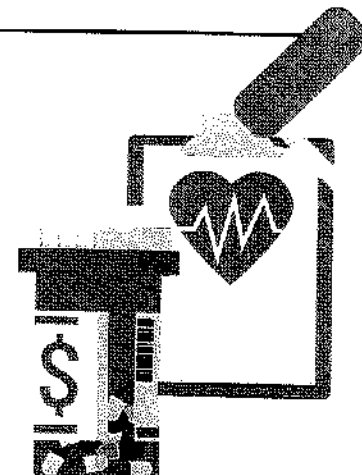
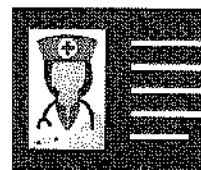
## Covered Services

## Key Advantage Expanded In-Network You Pay

Diabetic Education	\$0
Diabetic Equipment	20% coinsurance after deductible
Diabetic Supplies - See Outpatient Prescription Drugs	
Diagnostic Tests and X-rays (for specific conditions or diseases at a doctor's office, emergency room or outpatient hospital department)	20% coinsurance, no deductible
Doctor Visits - on an Outpatient Basis Primary Care Physicians Specialty Care Providers	\$15 copayment \$25 copayment
Early Intervention Services	Copayment/coinsurance determined by service received
Emergency Room Visits Facility Services	\$250 copayment per visit (waived if admitted to hospital)
Professional Provider Services - Primary Care Physicians - Specialty Care Providers Diagnostic Tests and X-rays	\$15 copayment \$25 copayment 20% coinsurance, no deductible
Home Health Services (90 visit plan year limit per member)	\$0
Home Private Duty Nurse's Services	20% coinsurance after deductible
Hospice Care Services	\$0
Hospital Services Inpatient Treatment • Facility Services • Professional Provider Services - Primary Care Physicians - Specialty Care Providers	\$300 copayment per stay \$0 \$0
Outpatient Treatment • Facility Services • Professional Provider Services - Primary Care Physicians - Specialty Care Providers Diagnostic Tests and X-rays	\$100 copayment \$15 copayment \$25 copayment 20% coinsurance, no deductible
LiveHealth Online (Online doctor's visits)	\$0

## Key Advantage 500 In-Network You Pay

\$0
20% coinsurance after deductible
20% coinsurance after deductible
\$25 copayment \$40 copayment
Copayment/coinsurance determined by service received
20% coinsurance after deductible
\$25 copayment \$40 copayment 20% coinsurance after deductible
\$0
20% coinsurance after deductible
\$0
20% coinsurance after deductible
\$0 \$0
20% coinsurance after deductible
\$25 copayment \$40 copayment 20% coinsurance after deductible
\$0



## Covered Services

## Key Advantage Expanded In-Network You Pay

## Key Advantage 500 In-Network You Pay

### Maternity Professional Provider Services (Prenatal & Postnatal Care)

- Primary Care Physicians
- Specialty Care Providers

\$15 copayment

\$25 copayment

If your doctor submits one bill for delivery, prenatal and copayment required for physician care. If your doctor bill payment responsibility will be determined by the service

\$25 copayment

\$40 copayment

If your doctor submits one bill for delivery, prenatal and copayment required for physician care. If your doctor bill payment responsibility will be determined by the service

### Delivery

- Primary Care Physicians
- Specialty Care Providers

\$0

\$0

\$0

\$0

### Hospital Services for Delivery (Delivery Room, Anesthesia, Routine Nursing Care for Newborn)

\$300 copayment per stay\*

20% coinsurance after deductible

### Outpatient Diagnostic Tests

20% coinsurance, no deductible

20% coinsurance after deductible

### Medical Equipment, Appliances, Formulas, Prosthetics and Supplies

20% coinsurance after deductible

20% coinsurance after deductible

### Outpatient Prescription Drugs - Mandatory Generic

#### Retail up to 34-day supply\*

\*You may purchase up to a 90-day supply at a retail pharmacy by paying multiple copayments, or the coinsurance after the deductible

Tier 1 - \$10 copayment

Tier 2 - \$30 copayment

Tier 3 - \$45 copayment

Tier 4 - \$55 copayment

Tier 1 - \$10 copayment

Tier 2 - \$30 copayment

Tier 3 - \$45 copayment

Tier 4 - \$55 copayment

### Home Delivery Services (Mail Order)

#### Covered Drugs for up to a 90-Day Supply

Tier 1 - \$20 copayment

Tier 2 - \$60 copayment

Tier 3 - \$90 copayment

Tier 4 - \$110 copayment

Tier 1 - \$20 copayment

Tier 2 - \$60 copayment

Tier 3 - \$90 copayment

Tier 4 - \$110 copayment

### Diabetic Supplies

20% coinsurance, no deductible

20% coinsurance, no deductible

### Prescription Insulin Drugs to Treat Diabetes

34-day supply not to exceed \$50

90-day supply not to exceed \$150

34-day supply not to exceed \$50

90-day supply not to exceed \$150

### Routine vision - Blue View Vision Network (Once Every Plan Year)

#### Routine Eye Exam

\$25 copayment

\$40 copayment

#### Eyeglass Lenses

\$20 copayment

\$20 copayment

#### Eyeglass Frames

Up to \$100 retail allowance\*\*

Up to \$100 retail allowance\*\*

#### Contact Lenses (In Lieu of Eyeglass Lenses)

##### • Elective

Up to \$100 retail allowance

Up to \$100 retail allowance

##### • Non-Elective

Up to \$250 retail allowance

Up to \$250 retail allowance

#### Upgrade Eyeglass Lenses (Available for Additional Cost)

##### • UV Coating, Tints, Standard Scratch-Resistant

\$15

\$15

##### • Standard Polycarbonate

\$40

\$40

##### • Standard Progressive

\$65

\$65

##### • Standard Anti-Reflective

\$45

\$45

##### • Other Add-Ons

20% off retail

20% off retail

### Shots - Allergy & Therapeutic Injections

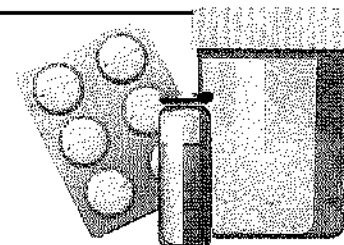
(At Doctor's Office, Emergency Room or Outpatient Hospital Department)

20% coinsurance, no deductible

20% coinsurance after deductible

\*This plan will waive the hospital copayment if the member enrolls in the maternity management pre-natal program, has a dental cleaning during pregnancy and satisfactorily completes the program.

\*\*You may select a frame greater than the covered allowance and receive a 20% discount for any additional cost.



## Covered Services

## Key Advantage Expanded In-Network You Pay

## Key Advantage 500 In-Network You Pay

**Skilled Nursing Facility Stays**  
(180-Day Per Stay Limit Per Member)

**Facility Services**

\$0

\$0

**Professional Provider Services**

\$0

\$0

**Spinal Manipulations and Other  
Manual Medical Interventions**  
(30 Visits Per Plan Year Limit Per Member)

**Primary Care Physicians**

\$15 copayment

\$25 copayment

**Specialty Care Providers**

\$25 copayment

\$40 copayment

**Surgery - See Hospital Services**

**Therapy Services**

*Infusion Services, Cardiac Rehabilitation Therapy,  
Chemotherapy, Radiation Therapy,  
Respiratory Therapy, Occupational Therapy,  
Physical Therapy, and Speech Therapy*

**Facility Services**

20% coinsurance after deductible

20% coinsurance after deductible

**Professional Provider Services**

- Primary Care Physicians

20% coinsurance after deductible

20% coinsurance after deductible

- Specialty Care Providers

20% coinsurance after deductible

20% coinsurance after deductible

**Wellness services**

*Well Child (Office Visits at Specified Intervals  
Through Age 6)*

- Primary Care Physicians;

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

- Specialty Care Providers;

- Immunizations and Screening Tests

**Routine Wellness - Age 7 & Older**

• Annual Check-Up Visit (One Per Plan Year)

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

- Primary Care Physicians

- Specialty Care Providers

- Immunizations, Lab and X-Ray Services

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

• Routine Screenings, Immunizations, Lab  
and X-Ray Services (Outside of Annual  
Check-Up Visit)

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

**Preventive Care (One of Each Per Plan Year)**

• Gynecological Exam

• Pap Test

• Mammography Screening

• Prostate Exam (Digital Rectal Exam)

• Prostate Specific Antigen Test

• Colorectal Cancer Screenings





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

**AGENDA ITEM:** Zoning Administrator  
**ITEM TYPE:** Action  
**PURPOSE OF ITEM:** Motion to Approve Appointment  
**PRESENTER:** Reese Peck  
**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

The Town Manager job description does not list Zoning Administrator as one of the manager's responsibilities. A motion to appoint the Town Manager would clarify that this duty lies with the Town Manager.

**ATTACHMENTS:**

None

**REQUESTED ACTION:** Motion to appoint the Town Manager as Zoning Administrator and have this job duty added to the Town Manager Job Description.



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

**AGENDA ITEM:** Budget Schedule  
**ITEM TYPE:** Action  
**PURPOSE OF ITEM:** Motion to Approve  
**PRESENTER:** Reese Peck  
**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

The FY 2022-2023 Budget needs to be adopted and appropriated by June 30, 2022. The proposed schedule is based upon the Town equalizing its tax rate and keeping real property tax collections same as in FY 2021-2022. This will result in a rate decrease.

**ATTACHMENTS:**

None

**REQUESTED ACTION:** Motion to adopt the following budget schedule:

- May 9, 2022, regular Town Council meeting - Town Manager Proposed Budget Presentation.
- May 16, 2022, Called work session meeting.
- June 13, 2022, regular Town Council meeting – Budget Public Hearing
- June 20, 2022, Called meeting – Adoption and Appropriation of FY 2022-2023 Budget.



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

**AGENDA ITEM:** Resolution Authorizing Paying of Bills

**ITEM TYPE:** Action

**PURPOSE OF ITEM:** Motion to Approve Resolution

**PRESENTER:** Reese Peck

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

There is no written policy on what expenses can be paid prior to Town Council Approval. As a result the Town has been incurring late fees on some bills by waiting to pay the invoices until after approval during the monthly Town Council meetings.

**ATTACHMENTS:**

Resolution 2022-01 Authorizing Paying of Bills

**REQUESTED ACTION:**

Approve Resolution 2022-01

RESOLUTION 2022-01  
AUTHORIZING PAYMENT OF BILLS

WHEREAS it is necessary for bills related to the operation of the Town of Mineral so as to avoid penalties and late fees; and

WHEREAS the Mineral Town Council wants to authorize the Town Treasurer to pay the Town's bills in a timely manner rather than wait for formal approval by the Town Council.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on March 14, 2022 that the Town Treasurer is authorized to pay routine bills associated with the operation of the Town, as well as the cost of special projects that were previously approved by the Town Council, provided that the bills were approved as part of the current budget, and provided that the bills are then presented to the Town Council for formal authorization at the next regular monthly meeting of the Mineral Town Council.