



## MINERAL COUNCIL MEETING AGENDA

September 09, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPT AGENDA**

**E. PUBLIC COMMENT** - The public will have 3 minutes to address the Council at this time for all matters not on the current agenda. The Council will not respond to the public, but will address any questions or concerns at a later time.

**F. APPROVAL OF MINUTES**

1. 5.13.2024 Minutes

2. 6.10.2024 Minutes

**G. ACCOUNTS PAID**

**H. REPORTS**

1. Town Manager/ Zoning Administrator Report

2. Attorney's Report

3. Committee Reports

4. Treasurer's Report

**I. OLD BUSINESS**

1. Town Post Card Holiday Contest

**J. NEW BUSINESS**

1. Mineral Farmers Market
2. Economic Development Main Street
3. Annual Festival in the Park Theme
4. Planning Ribbon Cutting Invitations

**K. EXECUTIVE SESSION (AS NEEDED)**

In accordance with §2.2-3711(A)(1) and §2.2-3711(A)(8) of the Code of Virginia, Town Council will convene in Closed Session.

**L. BACK IN SESSION**

**M. ADJOURN**

Mayor Edwin Jarvis - Vice Mayor Ronald Chapman

Council Members: Olivia McCarthy, Bob Spedden, Bernice Kube, Dave Hempstead, Michelle Covert

Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary, Town Treasurer, Catherine Lea, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 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 Civility Pledge**

**The Town of Mineral pledges to practice and promote civility within the Mineral Town Council.**

**The elected officials of the Mineral Town Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of the community.**

**This pledge ensures all communication – both spoken and written – to be open, honest, and transparent as this is vital for cultivating trust and relationships.**

**This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, and civility is imperative to success.**

**This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.**

**Adopted February 13, 2023.**



## **MINERAL COUNCIL MEETING MINUTES**

**May 13, 2024 at 6:30 PM**

**312 Mineral Avenue Mineral Virginia 23117**

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### **Members Present**

Mayor Edwin Jarvis

Vice Mayor Ronald Chapman

Olivia McCarthy

Rebecca McGehee

Bernice Kube

Michelle Covert

Dave Hempstead

### **Others Present**

Town Manager, Nicole Washington

Town Treasurer, Kelly Singletary

Town Attorney, Catherine Lea

### **PLEDGE OF ALLEGIANCE**

All in attendance stood for the Pledge of Allegiance.

### **Open Public Comment Period**

**JoAnna VonArb**, spoke regarding selection of a new council member. She feels as if Council had already made their decision, undermining the Democratic process. She states that a previous elected candidate, who was unable to serve due to health reasons but is now available, was disregarded by Council. She continues by stating that there is a lack of transparency between

citizens and the Council, causing distrust. She urges the Council to promptly enhance transparency.

**Blair Nipper**, has questions regarding the budget and the lack of revenue to cover the expenses of the health benefit. She also spoke on the need for a light ordinance. She indicates that there is a sign ordinance, but nothing regarding the lights that shine on the parking lots. She continues by stating that other counties have a checklist for zoning permits and the Town should impose a standard operating procedure. Her last concern is the Perpetual Care Fund. She states that using the funds for anything other than the cemetery is illegal.

**Lauren Ball, 940 Mineral Avenue**, spoke regarding the residential development that is underway on Mineral Avenue. Her family is excited for the new neighbors, however, she urges Council to hold the developer of the new construction responsible for trespassing as it relates to both her property and the Town's property. She states that she was disappointed in the construction crews behavior towards Town Officials.

**Rebecca McGehee**, addressed comments Vice Mayor Chapman gave regarding The Breeze article as it pertains to Miller's Market. She states that the previous Council did not vote against gas pumps and that Vice Mayor Chapman is not abreast of the lighting situation. She continues, saying that Vice Mayor Chapman has made several accusations including; previous votes against gas pumps, financial discrepancies, infrastructure neglect, and tax evasion as well as illegal hiring practices by a business owner. She challenges the Vice Mayor to provide proof of these claims.

**Olivia McCarthy, 2011 West Third Street**, asked the Council to send a Cease and Desist letter to two people who are not signed up as vendors at the farmer's market, as they do not have a business license from the Town. She states they have set up a table at the dentist's office.

Mayor Jarvis voiced concerns that the private property owner may have allowed these vendors to set up a table there.

**Tori Newton**, states that there are not enough portable bathrooms during the games at the ball field. She has observed people going across the street to the bushes and trees in the church parking lot to use the restroom. She is requesting additional portable bathrooms be made available.

Council member Covert would also like an update on the bathrooms as she thought was previously resolved.

**Debbie Moon**, sent in a written comment, with concerns about Vice Mayor Chapman’s social media comments regarding Miller’s Market.

Ms. Moon continues by stating that Commissioner Washington is not a resident of the Town and believes that anything Mrs. Washington has voted on must be re-opened for discussion.

**Nancy Thomas, 44 Louisa Avenue**, sent in a written comment, with thoughts of the Town purchasing the former Mineral School property and cleaning the debris around the property.

Public comment section closed at 7:01.

Mayor Jarvis reminded Council members that if they are giving their comments, whether on social media or to a reporter, Council members need to start by saying this is their personal thoughts and not speaking on behalf of Council.

**APPROVAL OF MINUTES**

Regarding the April 9, 2024 meeting minutes, Council members will meet with Nicole Washington to give their individual edits of the minutes. The approval of these minutes has been continued to the May hearing.

**ACCOUNTS PAID**

Bills approved. Motioned by Chapman and second by McCarthy.

- Olivia McCarthy - yes
- Bernice Kube - yes
- Dave Hempstead - yes
- Michelle Covert - yes
- Ronald Chapman - yes

Motion Passed 5-0-0

**REPORTS**

**Utility Committee** reports that the Town is going to have to raise water rates because the County of Louisa has raised their rates to 24%. The Town’s increase will need to be higher than the County’s to cover infrastructure repairs. Water expenses include leaks as well as water given to the Town of Mineral Volunteer Fire Department. Virginia Rural Water Association is calculating

the water loss. These expenses will be spread among the residents and businesses of the Town. There will be a Public Hearing held in June for the rate increase.

Utility Committee reports that the Department of Health has approved the Town for a non-repayable grant. The Town is working on creating a bid to hire a contractor to determine the amount of lead in the water and any other possible unknowns. The Town has \$100,000 for these repairs. Council member McGehee thanked Council Member Covert for her hard work on obtaining this grant.

Council debated on if they needed a motion to authorize a third party to authorize a bid for the Town. Town Manager Nicole Washington asked if the Town could issue its own RFP.

Council went into closed session in accordance with §2.2-3711(A)(1) and §2.2-3711(A)(8).

In an attempt to come back into session, McCarthy, Chapman, Covert and Hempstead did not certify that the closed session was lawfully exempt from meeting minutes as it was based on personal feelings and opinions.

Town Attorney Catherine Lea clarified for the record that the purpose of closed session was to confer with Counsel and session expanded beyond those statements and additional discussions regarding feelings of what was being discussed. Council member McCarthy added that the Town Attorney was not able to give her legal advice without being interrupted. Council members objected because they did not feel as if issues were resolved in closed session. Town Attorney clarified that the closed session meeting discussions centered around the matters in which legal counsel was conferred and no other matters were discussed beyond that. All members of Council voted to certify the closed session and to go back into session.

Olivia McCarthy - yes  
Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes  
Ronald Chapman - yes

Motion Passed 5-0-0

Council Member Covert added that the Town received a lead service line request from Virginia Department of Health, Office of Water, which is a necessary step to receive funding.

**Attorney Report** -The Attorney provided her annual report as of April 30, 2024.

**Town Manager Report** - Reported that the 14 houses are in the process of being developed and has received several communications. The Town is monitoring to make sure that the development is doing everything correctly.

Clayton Home confirms that the houses are modulars and not double-wide trailers.

**Fire** - Louisa County Volunteer Fire Department is celebrating 100 years. The Mineral Fire department is helping coordinate the celebration. The celebration will be held at the Louisa Fair Grounds on June 8th, 2024, starting at 11 a.m.

**Cemetery** - several people have reached out to obtain plots.

## **OLD BUSINESS**

Historic Foundation - Items have not been removed from the old town hall. Mayor Jarvis explained his thoughts on what Council should be doing regarding the Foundation. Council member McGehee asked the Town Manager if the Foundation had paid their bill, which the Town Manager and Town Treasurer confirmed it had not been paid. McGehee asked why the bill had not yet been paid and Chapman responded that they still have time left on the lease.

## **NEW BUSINESS**

Town Manager presented the budget for fiscal year 2025. If approved, a public hearing would have to be held in May or June for the budget to go into effect in July. The Town Manager discussed that not every employee will opt in to the health care benefit, but it still needs to be budgeted. The water rate was budgeted at 31% increase. Included in the packet was a page for real estate taxes to determine if there should be an increase. A work session will be held on May 21, 2024 at 6:30 p.m to correct the budget.

Town Attorney wants to schedule a FOIA/ COIA workshop for the members of both Council and Planning Commission. This training will take place on June 12, 2024 at 6:30 p.m.

Council Member Covert asks that we leave a field at the cemetery so the bees have a place to pollinate.

## **CLOSED SESSION**

Council went into closed session in accordance with §2.2-3711(A)(1) and §2.2-3711(A)(8) to discuss personnel matters.

Olivia McCarthy - yes  
Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes  
Ronald Chapman - yes

Motion Passed 5-0-0

### **BACK IN SESSION**

Members of Council voted to certify the closed session and to go back into session.

Council member McGehee questions Vice Mayor Chapman about his interview with The Breeze, as previously mentioned in the Open Public Comment section. Chapman explained that the Town is hiring a forensic accountant to look into the discrepancies.

Olivia McCarthy - yes  
Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes  
Ronald Chapman - yes

Motion Passed 5-0-0

### **ADJOURNED**

Motioned by McCarthy and seconded by Hempstead.



# MINERAL COUNCIL MEETING MINUTES

June 10, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

## Members Present

Vice Mayor Ronald Chapman  
Olivia McCarthy  
Bernice Kube  
Dave Hempstead  
Michelle Covert

## Others Present

Town Manager, Nicole Washington  
Town Attorney, Catherine Lea

## Absent

Michelle Covert  
Mayor Edwin Jarvis  
Rebecca McGehee

## PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

## ADOPT/ AMEND AGENDA

Section L amended to §2.2-3711(A)(1) from §2.2-3711(A)(8).

Motion from McCarthy second by Hempstead.

Olivia McCarthy - yes

Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes

Motion Passed 4-0-0

**PUBLIC HEARING**

**Comprehensive Plan Update** - Howard Seay accidentally signed up to comment on the Comprehensive Plan but actually wanted to make a public comment on water rates. He has been moved to that time slot.

**Chairman Kube, Planning Commission**, stated that the Planning Commission has worked with the Thomas Jefferson Planning District Commission which provided resources and background information that addresses the Town’s needs. The Comprehensive Plan must be done every 5 years. He hopes the plan improves upon the Town and makes it attractive for new businesses.

Public Comments closed.

**Isabella O’Brien, from the Thomas Jefferson Planning Commission**, presented the plan. The last plan was completed in April of 2018. The plan was based on 8 focus areas, 18 objectives, and 84 action items. This powerpoint presentation is available online for review.

Public Hearing for Comprehensive plan closed.

Olivia McCarthy - yes  
Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes

Motion Passed 4-0-0

**Water and Sewer Rate Increase**

The Town Manager explained how she and the Town Treasurer determined that water rates need to be increased due to the County of Louisa increasing their rates. The Town of Mineral buys water from the County. The Town Manager proposed an increase of 31% of water rates to cover the cost of the increase as well as costs of repairing the infrastructure.

**Howard Seay, 709 Piedmont Road**, asked why the water rates were increasing.

The Town Maintenance Operator explained the condition of the water system. He explained how a prior contractor did not have the Town's best interest in mind when conducting a water main project and how that has contributed to the current infrastructure problems. He added that the Town has never increased water rates, when they should have been to cover the maintenance costs. He compared the water system to a vehicle, explaining that anything that is well maintained will have a longer use. He further stated that the town used to have several wells that have since dried out and detailed the process of getting a new commercial well dug. He offered to answer any questions that citizens may have.

**Paul Snyder, Mineral Laundry Mat**, described his recent repairs and revenue increases in the past 3 months and how he is now able to get business from the lake because his machines can handle bedding. His largest bill as a laundromat owner is the water bill, using over 90,000 gallons of water a month. Mr. Snyder mentioned that the Town has a 50% water loss and wants to know what the Town is doing to combat this problem. He would like to know the methodology behind the 31% increase. The last comment Mr. Snyder had is if the leakage rate were to decrease if the water rates would also decrease.

**Sandra Puckett, 311 Virginia Avenue**, wanted to know if the increase was completely to cover the price of the water or if there were any plans to repair the infrastructure. She exemplified how her son wanted to build a house on her property but there was not a sewage connection. She questioned what could be done to make the area more attractive for businesses.

Council member Humpstead mentioned all the work that Council member Covert has done investigating the problem and that the Town Maintenance Operator has a lot of valuable knowledge and could provide input on the problems. He further stated that the Town has had several studies of the systems but there has not been a follow through with the repairs. He wants the Town to use the information it has and to start moving forward. He mentioned the wells and how digging a new well is not guaranteed to find water. Council member Covert explains that first the Town needs to stop the loss then Virginia Rural Water will help with the Town's wells. Council member Humpstead would like to have a well to help alleviate the costs. Mr. Paul Snyder was highlighted as a good resource and could be involved in forming a solution.

**Ray Payne, 602 East First Street**, stated that he previously served on Council and was amazed that they are still experiencing the same problems. He questioned if the Town got approval regarding the sewage system for the 14 units that are being constructed. He further asked if the driveways would be sufficient for fire trucks and how the previous Town Manager had the ability to sell a third party the land that is currently being developed. He has several unanswered questions regarding the construction, including how is the Town going to provide water and

sewage to the development when some citizens on that side of town do not have enough water pressure to take a shower?

**JoAnna VonArb, 9549 Fredericks Hall Road**, disagrees with the development of 14 houses. She states that Council previously mentioned wanting to maintain Mineral's historic value but let this construction happen. She feels as if there is no transparency from the Council.

Mr. Payne challenged the Town Manager to provide minutes and the video recordings of prior meetings.

The Town Maintenance Operator explained that there are probably only three viable wells that may be able to produce water. He explained all the testing that is involved and replacements needed when a well is opened. He has discussed with the Town Manager if it is worth the investment in re-opening these wells because of all the additional costs associated with them.

**Nancy Thomas, 44 Louisa Avenue**, states that she does not have sewage based on how the system was built and that she is in a wetland. When planning, Tolersville Road should be included so more citizens have access to sewage.

The Town Maintenance Operator explained that the Town would have to put in another pump station to service the road Ms. Thomas speaks of. He mentioned that it may be cheaper to pump the line through the alley way.

Public Hearing for Water and Sewage rates closed.

### **Fiscal Year 25 Budget**

The Town Manager gave a presentation on the Fiscal Year 25 Budget including capital repairs and water rates. She explained the impact of the price of water and how that correlates to the percentage increase. The proposed budget is included in the agenda packet.

Operating expenses include salaries, retirement and health plan. The prior Town Manager suggested a 50% coverage for Family Health Benefit but the Town has now moved to 25%.

The Town has adopted a capital improvement budget to help with improvements to the water system. Every new water hook up, the Town previously had to pay Louisa County Water Authority \$1,000. The price has increased to \$1,800.

The Town is looking into grants for maintenance.

The Town needs to start saving money for any capital improvements that may be needed in the future, currently the most critical need is water and sewer repairs. It is proposed that \$50,000 be allocated from the general fund for this capital improvement project.

Public Hearing for Fiscal Year 25 budget closed.

Council member Humpstead asked if the Town is losing 50% of its water due to leaks. Council member Covert explained that 10% is excellent, but it is estimated to be a 50% loss. The Town Manager explained how the capital improvement can be used to address and fix this issue instead of constantly making small repairs. She continued to explain how the Town is keeping track of where repairs are being made.

The Town Maintenance Operator explained a drop in water pressure then a sudden increase in pressure will cause the part holding the pipes together to fall and cause the water to blow.

Council member Covert expressed gratitude to the Town Manager for finding funds for capital improvements, however, she does not believe that it is enough.

Motion to continue the budget for approval/ adoption from Kube and seconded by McCarthy until June 18, 2024.

Olivia McCarthy - yes  
Bernice Kube - yes  
Dave Hempstead - yes  
Michelle Covert - yes

Motion Passed 4-0-0

## **PUBLIC COMMENT**

**Ray Payne, 602 East First Street**, believes that Council needs to have an understanding of what is happening in town. He wants members of Council to be more accessible and accountable. He does not think that citizens were considered when the development of the 14 houses was approved. He also wants Council to get microphones.

**Shirley Seay, 709 Piedmont Road**, agrees with Mr. Payne. She does believe that the Town is no longer beautiful because people have littered their yards and the new development may bring additional problems.

**Howard Seay, 709 Piedmont Road**, no longer wanted to comment.

**Robbie Britt, 1659 Kennon Road**, is not happy about the water set up but is more concerned about the new development construction. She wants the Town to beautify. There is a house that she would like to have a house torn down. She is embarrassed about some of the comments that she has been receiving about the housing project. She hopes that Council is more aware of things that are happening in the Town. She wants Mineral to remain a quaint, small time. She believes the development is an eye sore.

**Ed Kube, 90 Mineral Avenue**, who is not speaking on behalf of the Planning Commission, is concerned about the development. He wants to know how this got approved because there is not enough space for the 14 houses. He mentions ordinances that have not been met. He states that the code required new development would have to come to the Planning Commission and they were not consulted.

**JoAnna VonArb, 9549 Fredericks Hall Road**, wants to know why public comments are not addressed and would like for comments to either be addressed in the minutes or in the next meeting. The Town Manager is working on getting videos uploaded to the website, but faces problems with the software. There have also been some issues with the software regarding certain videos and their existence. She also explained that there is a backlog of minutes that need to be approved by Council before even being posted.

**Tony Williams**, one of the reasons he moved to Mineral was due to the historic value. He believes something illegal happened in the approval of the development. He wants to know about the water hook up fees and who is paying for it. He also shares the same concerns about the roads as Ed Kube.

**Sandra Puckett, 311 Virginia Avenue**, echoes the same concerns as the other public speakers regarding the new construction. She asks that the Town files an injunction and if there were criminal actions pertaining to the development, that they should be prosecuted.

**Howard Seay, 709 Piedmont Road**, asked about additional development and wants a no trespass issued on the 1 house development until the Town decides how to move forward.

Mr. Whitlock wants to know if the Historical Foundation is investigating the new construction. The Town Manager has an email from the Historical Foundation and since it is not on the Federal level, there is nothing they can do about the development.

Council member Covert suggests that they share the documents they do have regarding the development with the citizens.

A member of the audience is concerned about the development of townhouses. They acknowledge that the previous main line construction used a 4 inch water pipe instead of 6. They have concerns about the run-off as well as parking spaces. They would like answers from the Council and more transparency.

Public comments have been closed.

Council took a 5 minute break.

**APPROVAL OF MINUTES**

May 21, 204 minutes approved. Motion by Kube and second my Hemptstead.

- Olivia McCarthy - yes
- Bernice Kube - yes
- Dave Hempstead - yes
- Michelle Covert - yes

Motion Passed 4-0-0

**ACCOUNTS PAID**

April 2023 bills approved. Motioned by Covert and second by Kube.

- Olivia McCarthy - yes
- Bernice Kube - yes
- Dave Hempstead - yes
- Michelle Covert - yes

Motion Passed 4-0-0

**REPORTS AND COUNCIL COMMENTS**

Discussion of a part time employee benefits as well as paid time off. Council clarifies benefits and what the requirements should be. Council considered including health, retirement, and paid time off benefits to part time employees.

Attorney Report - The Town attorney will be providing FOIA/ COIA training on Wednesday at 6:30.

**OLD BUSINESS**

**NEW BUSINESS**

**Little League** - There is a need for them to fix the restrooms. It is believed that at least one of the restrooms needs to be fixed as well as removing the portable bathrooms.

**CLOSED SESSION**

Council went into closed session in accordance with §2.2-3711(A)(8) to deliberate zoning matters. Motioned by McCarthy and second by Covert.

**BACK IN SESSION**

All members of Council voted to certify the closed session and to go back into session.

Mayor Jarvis was not present due to a pre-planned arrangement.

**ADJOURNED**



# Town Council

## Summary Report

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**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Town Manager Report**

**Date: September 9, 2024**

### **New Town Clerk**

Intro to our new Town Clerk, Stephanie Dorman. Stephanie comes to us from UVA, she worked in the legal office there and as the FOIA officer. She will handle all clerk and secretarial duties for the Council and Planning Commission. She will also be the point person for records management. She has already proven herself in her role and we are very glad to have her on our team.

### **Property Inquiries**

We have had 2 inquiries on buildable parcels, more residential lots.

### **Water**

We repaired a water issue in the park for the event that took place on Labor Day. The valve broke and we had to run a line from the 6" around the valve back to the 6", we were able to install a meter for that line. Now we can shut the line off when it is not being used and also meter what is used.

There seems to be a leak at 623 Mineral Ave (around there) we are working to clear the right of way and see if we can find the water meter.

The Town agreed to install water at the pump station on St Frances so that LCWA can have water when doing maintenance or cleaning at the pump station.

VDOT fixing the issue on Piedmont Ave. They are going to install a liner in the culvert and fill in to help with erosion. No date is on the calendar.

The RFP process for the Lead and Copper grant funding is underway.

### **Budget**

IT  
Audit



# Town Council

## Summary Report

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### Letter

Email from Mr. Snider regarding his interest to be on the Planning Commission as he was on the Commission in the past.

### Parade

Labor Day parade August 30, 2024

Hometown Parade October 24, 2024, 5:30pm

### Events/ Around Town

Constitution Day – September 18 - Chalk the sidewalks and put flags around the buildings (school event)

### Zoning

TIA report from Miller's

We received a notice from the IRS on April 29, 2024, for overdue payroll taxes for December 31, 2020 (Q4 2020). It appears other notices were received prior to this (and prior to my employment with the Town).

On Monday, August 28, I called the IRS and spoke to IRS agent Ms. Heffern for about 40 minutes. After getting off the phone with her, I reviewed the information she had given me and compared it to the reports I had on hand and found some discrepancies.

I called back on Tuesday, August 27, 2024, and spoke for an hour to IRS Agent Ms. Helpa regarding the notice we received for 941 overdue taxes and non-filing of reports and the information I had been given the previous day. The following information is what the IRS has on record and this information matches our records.

Q4 2020 – 941 quarterly reports filed, but deposits were not made in a timely manner  
Total liability for this quarter is \$11,767.40. Two deposits toward this liability were made:

\$ 2,861.21 12.11.2020

\$ 4,037.47 01.06.2021

Additionally, overpayments from 2022 Q2 and Q3 were applied:

\$2,000.09 Carryback from Q3 2022 applied

\$ 1.76 Carryback from Q2 2022 applied

Penalty assessed for non-timely payments. Interest was also assessed. Payoff for this quarter through Friday, August 31, 2024, was \$4,508.37.

Q1 2021 – 941 reports filed, but total liability not paid in a timely manner

Total liability: \$9,820.09

Deposits: \$3,373.37 03.12.2021

\$3,322.00 04.09.2021

\$3,596.26 12.27.2021

Penalty assessed for non-timely payments. Interest also assessed. Payoff for this quarter through Friday, August 31, 2024, was \$216.44.

Total due for Q4 2020 and Q1 2021 = \$4,724.81

The total amount due was required to be paid within 10 days to avoid any liens or other legal action. This full amount was paid on Friday, August 31, 2024.

Additionally, the following 941 forms have not been filed/not received by the IRS:

Q1 2020 – this report was never completed and filed. Backup paperwork was gathered, report filed and mailed via certified mail to the IRS on Wednesday, August 28, 2024.

Total liability, as computed on filed 941 form is \$9,396.52. Total deposits made for this quarter were \$12,717.25.

Q1 2022 – this report was never completed and filed. Backup paperwork was gathered, report filed and mailed via certified mail to the IRS on Wednesday, August 28, 2024.

Total liability, as computed on filed 941 report is \$13,390.52. Total deposits made for this quarter were \$13,013.98.

For Q1 2020, we will be assessed a “failure to properly deposit” penalty and a “failure to file” penalty. For Q1 2022, we will be assessed a “failure to file” penalty; unsure of the failure to properly deposit penalty at this point. (Presumably the overpayment from Q1 2020 will be applied to penalties and interest assessed.)

Our deadline for filing these reports was September 25, 2024; both reports were filed Wednesday, August 28, 2024.

A hold has been placed on the balances for these two quarters. This means that no collection enforcement can be started. Once the reports are received and processed, the deposits that we have made will be credited to these two quarters, and a notice will be sent to us regarding penalties and interest due.

It was also advised that we call once a year and request a compliance check. It is recommended that all entities that file by mail do this to avoid the situation we now have. There is not an option for us to file reports electronically, as we do not use a payroll service to process our weekly payroll and pay our quarterly payroll taxes and this option is only available to entities that use a payroll service.