



MINERAL COUNCIL MEETING AGENDA

March 11, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES

1. Approval of 02.12.24 Minutes

G. ACCOUNTS PAID

1. Bills Paid Feb 2024

H. REPORTS

1. DMV Report
2. Zoning Administrator Report
3. Committee Reports

I. OLD BUSINESS

1. Reschedule April and October (lands on Columbus Day, Town Hall Closed)

J. NEW BUSINESS

1. Board of Zoning Appeals
2. Hero Flags

K. EXECUTIVE SESSION (AS NEEDED)

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

L. BACK IN SESSION

M. ADJOURN

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

Council Members: Olivia McCarthy, Rebecca McGehee, Bernice Kube, Ronald Chapman, Michelle Covert

Vacant, Town Manager, Amanda Nguyen, Town Clerk, Patricia Finch, 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

February 12, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

Meeting was called to order at 6:30pm

B. ROLL CALL

PRESENT

Ronald Chapman-Virtual via Zoom due to Illness

Michelle Covert

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Blair Nipper

Mayor Jarvis

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

Agenda was amended to add report from Planning Commission under tab I, add appointment of new Vice Mayor under tab K, add Resolution for regular meeting schedule under tab K.

Agenda was adopted as amended.

Motion made by McCarthy, Seconded by Kube.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

6-0

E. PUBLIC COMMENT

Rebecca McGee, 714 St. Francis- Said she supports AJ and his family's work at Miller's market, stating they are an asset to the town. She believes the gas pump request should be approved, and she is also speaking on behalf of her son John and husband Snake.

Michelle Covert, 26 Louise Avenue- spoke on behalf of her sister who is in a wheelchair. Her sister is looking forward to having a gas station in town where somebody in a wheelchair can get gas.

Public Comment closed at 6:37pm

F. PUBLIC HEARING FOR AJ SINGH AND MILLERS MARKET CONDITIONAL USE PERMIT REQUEST

1. AJ Singh and Millers Market CUP

Discussion was had about the dark sky lighting and the language of the CUP.

Mr. Singh verbally agreed to follow Louisa County's Ordinance on Dark Sky Lighting.

Motion to approve Millers Market Conditional Use Permit to install gas pumps and that they abide by all regulations set forth by the Town of Mineral, County of Louisa, and State of Virginia.

5-1

Motion made by McGehee, Seconded by McCarthy.

Voting Yea: Chapman, Covert, McCarthy, McGehee, Nipper

Voting Nay: Kube

G. APPROVAL OF MINUTES

1. Town Council Meeting Minutes 09.11.2023

Motion made to approved 09.11.2023 Town Council Minutes.

6-0

Motion made by Nipper, Seconded by Covert.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

2. Town Council Meeting Minutes 12.11.2023

Motion made to approve 12.11.2023 Town Council Minutes as amended.

6-0

Motion made by Covert, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

3. Town Council Meeting Minutes 01.16.24

Motion to approve 01.16.2024 Town Council Minutes as amended.

6-0

Motion made by Covert, Seconded by McCarthy.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

H. ACCOUNTS PAID

1. December 2023 Bills

Motion made to approve December Bills Paid.

6-0

Motion made by Kube, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

2. January Bills Paid

Motion made to approve January Bills Paid.

6-0

Motion made by Kube, Seconded by Covert.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

I. REPORTS

Manager Report- New Treasurer is hired and starts on March 4th.

Personnel Committee- Motion to appoint Nicole Washington as Zoning Administrator for Town of Mineral.

Motion made by Kube, Seconded by McGehee.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

Parks- Still looking for someone to make the Whitlock Park sign as the High School said it would be to advanced for their students.

Utilities- the utility committee is working on a grant for the lead and copper pipe research that needs to be done. In order to qualify for the grant the base water rate for in town residents needs to be increased to \$51.25. Discussion was had on what it all entails.

Police- Louisa County Sheriffs Department made 50 traffic stops on Main Street in the month of January.

1. DMV REPORTS

2. Report from Planning Commission to invite the Town Council to a Joint Workshop with the Thomas Jefferson Planning District Commission

Town Council is invited to the Joint Workshop with the Planning Commission and the TJPDC on February 22nd at 6:30 in Town Hall.

3. Zoning Administrator

Motion to hire Nicole Washington as the Zoning Administrator.

6-0

Motion made by Kube, Seconded by McGehee.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

J. OLD BUSINESS

1. Employee Bonuses and Bi-Monthly Pay

The Mayor proposed an employee bonus of one weeks pay when the town switches to direct deposit and bi weekly pay schedule.

Motion to approve a bonus to each employee of the town equivalent of one weeks pay.

6-0

Motion made by Chapman, Seconded by Kube.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

2. Update on Mineral Historic Foundation

The Mineral Historic Foundation has chosen to end their contract to lease the old town hall from the town of Mineral. They have 90 days to empty the building per the contract.

K. NEW BUSINESS

1. Appointment of New Vice Mayor

Motion to appoint Nipper as Vice Mayor.

4-1-1

Motion made by McGehee, Seconded by Covert.

Voting Yea: Chapman, Covert, Kube, McGehee

Voting Nay: McCarthy

Voting Abstaining: Nipper

2. Permission to purchase new chairs for staff. Current chairs are breaking and someone may get hurt. Chairs will be \$200 each.

Town Council gave the go ahead to purchase new chairs on the conditions that DMV Select does their research and purchases quality chairs.

3. Permission to use the bench purchased by the Beautification Committee to put at the cemetery. If approved, refund purchase price of \$716.02 to beautification committee fund so they may purchase another when needed.

Motion to approve the cemetery to use the bench purchased by the beautification committee and the that cemetery committee reimburse the beautification committee the cost of the bench in the amount of \$716.02.

6-0

Motion made by Nipper, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

4. Water results for water main break.

5. Resolution to Establish the 2024 Town Council Meeting Schedule

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

L. EXECUTIVE SESSION

1. In accordance with Va. Code Sec. 2.2-3711(A)(8), Town Council will convene in closed session to consult with legal counsel on a specific legal matter regarding the town ordinances, requiring the provision of legal advice by counsel.

Motion made by Kube, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

6-0

M. BACK IN SESSION

Do you certify and affirm that only public business matters lawfully exempted from opening meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which the certification applies? Do you also agree that only such public business matters were identified in the motion under which the closed meeting was convened were heard, discussed, or considered by council?

I so certify-Chapman

I so certify-Covert

I so certify-Kube

I so certify-McCarthy

I so certify-McGehee

I so certify-Nipper

N. ADJOURN

Motion to recess and reconvene on the 22 February for the work session of the Planning Commission and the TJPCDC.

6-0

Motion made by Kube, Seconded by Covert.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

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February 2024 Accounts Paid

<i>Vendor</i>	<i>Account</i>	<i>Description</i>	<i>Amount</i>
Anthem	Employee Insurance - Health		\$ 2,691.00
Alfredo Vegas	IT Support	January & February Invoices	\$ 3,400.00
All Install	Repair/Maintenance General	Annual maint. On Generac generator at office	\$ 250.00
Besley Implements	Repair/Maintenance General	maintenance kit, blades, oil for discharge mower	\$ 578.36
Besley Implements	Cemetery	Fuel filter, air filter, filter element, plug, oil, blades for cemetery discharge mower	\$ 371.38
Catherine Lea	Legal Fees	January Fees	\$ 1,250.00
Central Contractors	Repair/Maintenance W & S	Water main break & repair @W. 3rd St., Water leak @ 702 Piedmont Ave.	\$ 14,393.00
Central Contractors	Repair/Maintenance W & S		\$ 8,540.00
Clarence Kube	Mileage Reimbursement	Va certified planning Comm	\$ 131.00
Civic Plus	Web Page Maintenance	DNS & Domain Annual Fee	\$ 206.34
Corelogic	Refund Tax Overpayment	2 Refund Overpayments	\$ 1,714.60
Coverall	Office Cleaning	January & February Cleaning	\$ 480.00
Cedar Moubtain Stone	Repair/Maintenance W & S	3 Id's stone for W. 3rd St	\$1,454.52
Comcast Business	Internet		\$2,318.65
Dominion Virginia Power	Electricity	Electric	\$ 2,290.56
Evergro Cooperative	Repair/Maintenance W & S	Straw for test dig on Mineral Av. & 3rd St. sewerline	\$ 136.00
Fortiline Waterworks	Repair/Maintenance W & S	Repair Clamps, (3) 8x3/4" saddle, (3) 3/4" corp stops	\$ 1,336.82
Greg Madison Welding Inc.	Repair/Maintenance W & S		\$ 500.00
James Snider	Refund Tax Overpayment	Refund Overpayment	\$ 536.40
Louisa County Landfill	Landfill		\$ 1,164.96
Louisa County Water Authority	County Water	water - 1,323,700 gallons	\$ 10,242.57
Louisa County Water Authority	County Waste Water	sewer - 1,616,266 gallons	\$ 18,447.60
Main Street Supply	Repair/Maintenance W & S	Confined Space Rescue Kit, Valve box, West 3rd St repairs	\$ 4,579.30
Main Street Supply	Repair/Maintenance General	Ice melt, Duck tape, Hook & Screws	\$ 52.72
Warren Martin	Repair/Maintenance W & S	2 samples for 3rd st. leak	\$ 300.00
Publiq Software	Office Supplies	Software	\$ 2,139.54
Rappahannock Electric Coop	Electric Water/Sewer	Electric Water & Sewer	\$ 514.79
Ricoh	Office Supplies		\$ 1,166.94
Smart Source	Office Supplies	Payroll & Acct. Payable Chks	\$ 802.76
Studio490	Web Page Maintenance		\$ 175.00
Univar Solutions	Water Testing	Soda Ash & Sodium Hypo	\$ 2,689.02
Updike	Trash		\$ 2,692.06
USDA	Service Loan		\$ 1,466.00
USDA	Water Loan		\$ 4,509.00
Verizon Wireless	Cell Phone & Tablet		\$ 90.55
Verizon	Telephone		\$ 361.07
*Federal Tax Deposit	Payroll Taxes		\$ 5,812.40
*Virginia Dept Taxation	Payroll Taxes		\$ 885.79
VUPS - Virginia Utility Prot. Service	Misc	VA 811	\$ 17.25
Blue Ridge Bank - Mastercard			
Google	Internet		\$ 327.63
I Love PDF	Office Supplies	online tool to merge pdf files	\$ 7.00
Local Gov. Attorneys of VA	Dues, Permits, Licenses	Local Gov. Attorney Renewal	\$ 250.00
Microsoft Office	Office Supplies		\$ 25.00
Amazon	Office Supplies	10 x 13 envelopes, rubber bands, hanging folders, manila folders, vacuum cleaner, Air fryer, toner for sm, printer, privacy screen protector, paper plates, coffee, filters, toilet paper	\$ 694.35
OOMA, Inc	Telephone		\$ 294.75
USPS	Postage		\$ 224.08
Hy Tech Property Sweeping	Repair/Maintenance General	Street sweeping	\$ 875.00
Zoom	Internet	Internet	\$ 167.90
			\$ 103,553.66
Prepared by PGF			



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

AGENDA ITEM: DMV Select 361

DATE: 02/2024

PREPARED BY: Shannon Hawkins

MONTHLY REPORT / PROJECT UPDATE:

January's Monthly Revenue is up 13,697 totaling around 49 thousand in revenue for the Town of Mineral.

February's Revenue is up from 49 thousand to 58 thousand, that's an 11 thousand dollar increase from January.

The DMV Select has had an influx of titling work. The staff has been doing a wonderful job working together to get all work done promptly. This would not be possible without the great staff we have working as a team!

I reached out to Lake Anna Signs and asked for pricing on DMV Select door decals for the two front doors. I also asked for pricing on business cards for the DMV Select, a banner about the Connect Team to put around town, as well as shirts and tumblers. I feel having a little swag to give to employees will boost morale. I will bring the pricing before the council and or the town manager for approval before purchasing. I asked for the Town Logo and DMV SELECT logo to be on all items.

*Improvements made this month have been:

*Privacy Screen Filters for all monitors (under the DMV contract all computer screens that show DMV information should be out of view from the public.)

*We agreed to slowly (one monthly) purchase new chairs. We will not be getting rid of the old chairs, we will reuse them in the titling rooms and offices.

Every month I continue to reach out to titling companies and vendors to recruit more work.

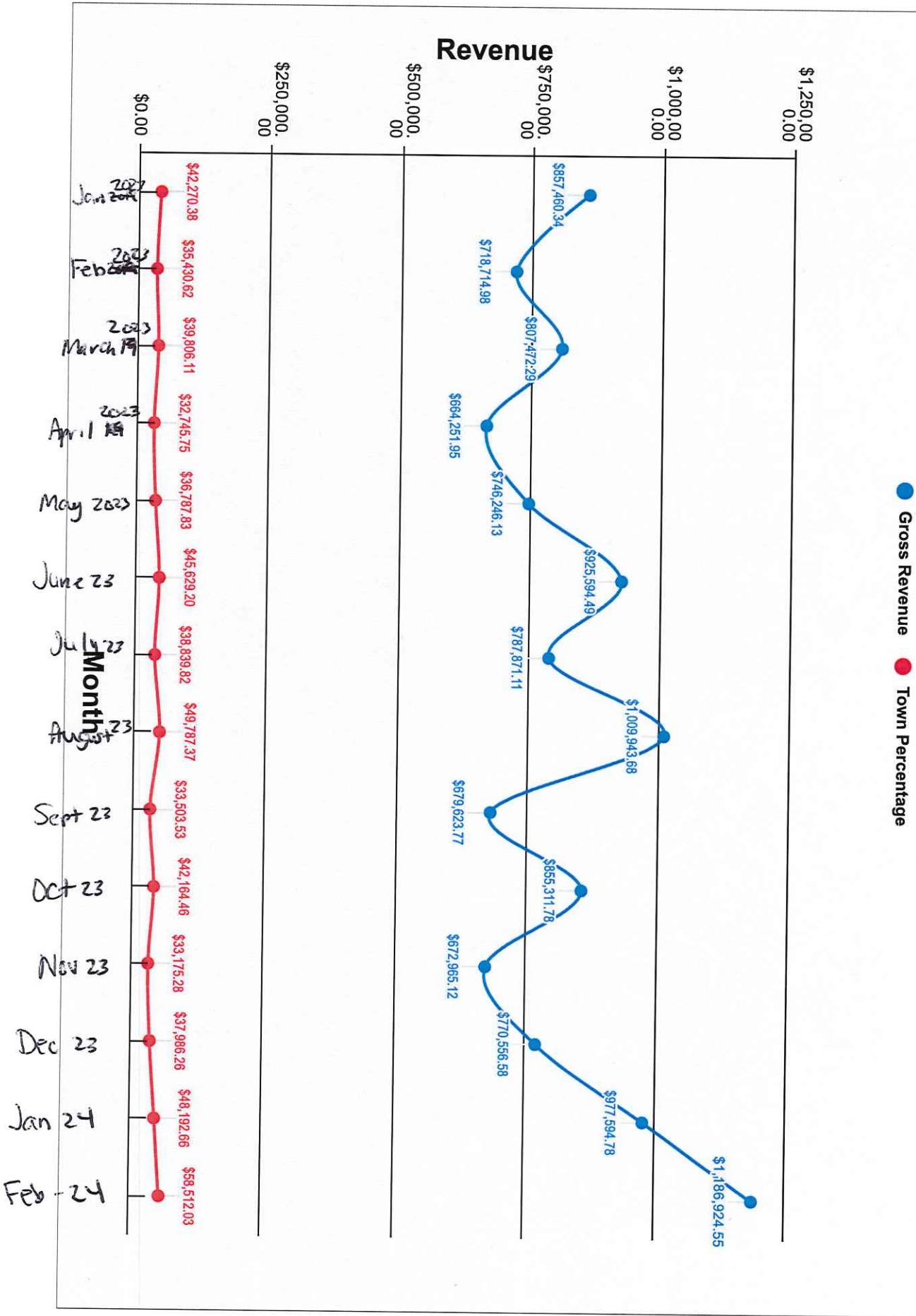
Do not forget to spread the word about the Connect Team that will be at our office on March 22. Appointments will be available starting March 8th. Flyers are also available to take to other locations for display.

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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February Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>Percentage</i>
2/1/2024	\$79,057.26	\$ 3,897.30
2/2/2024	\$83,752.88	\$4,128.78
2/5/2024	\$36,278.74	\$1,788.44
2/6/2024	\$33,906.51	\$1,671.50
2/7/2024	\$91,065.06	\$4,489.25
2/8/2024	\$36,632.03	\$1,805.86
2/9/2024	\$39,165.08	\$1,930.73
2/12/2024	\$55,994.64	\$2,760.38
2/13/2024	\$4,354.68	\$214.67
2/14/2024	\$34,280.33	\$1,689.92
2/15/2024	\$49,528.35	\$2,441.61
2/16/2024	\$70,765.00	\$3,488.51
2/20/2024	\$39,870.26	\$1,965.49
2/21/2024	\$131,876.05	\$6,501.12
2/22/2024	\$5,754.36	\$283.67
2/23/2024	\$95,297.91	\$4,697.92
2/26/2024	\$91,248.71	\$4,498.30
2/27/2024	\$25,741.66	\$1,268.99
2/28/2024	\$129,181.97	\$6,368.31
2/29/2024	\$53,173.07	\$2,621.28
Total	\$ 1,186,924.55	\$58,512.03

Chart of Revenue 2023-2024



Board of Zoning Appeals

<u>Name</u>	<u>Term</u>
Ed Leake	June 2024 (deceased)
Hank Staudinger	June 2023
Michelle Covert	June 2021 (on Council cannot serve)
Todd Hall	June 2024
David Lawson	June 2022