



MINERAL COUNCIL SPECIAL MEETING AGENDA

September 03, 2026 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. ADOPTION OF AGENDA**
- E. NEW BUSINESS**
 - 1. Present applications for Town Council Vacancy
- F. ADJOURN**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye
Nicole Washington - Town Manager/Clerk of Council/Zoning Administrator, Teri Burns -
Town Clerk, Vacant - Town Treasurer, Andrea Erard - 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.

Nipper
Mineral, Virginia 23117

August 22, 2026

Town of Mineral Town Council

312 Mineral Avenue
Mineral, Virginia 23117

RE: Letter of Interest — Vacant Town Council Seat

Dear Mayor and Members of Town Council:

I am writing to formally express my interest in being appointed to the vacant seat on the Mineral Town Council.

Having previously served on the Town Council and as Vice Mayor, I understand both the responsibilities of the position and the importance of having Council members who are prepared to work, ask difficult questions, listen to residents, and make decisions based on what is in the best interest of the Town as a whole.

My previous service has given me firsthand experience with municipal operations, budgeting and financial oversight, personnel matters, water and utility issues, infrastructure, economic development, public meetings, and the challenges facing a small town with limited resources. That experience would allow me to begin serving immediately without a lengthy learning curve.

I am seeking this appointment because I believe Mineral needs stability, accountability, transparency, and a renewed focus on conducting the business of the Town. Regardless of differences of opinion, Council must be able to work together professionally and keep the needs of residents, businesses, taxpayers, and the future of Mineral at the center of its decisions.

If appointed, my priorities would include strengthening financial oversight and accountability; protecting and improving the Town's water system and infrastructure; encouraging responsible economic and community development; improving communication and transparency with residents; establishing clear responsibilities and measurable goals for Council committees; supporting community events and beautification efforts; and ensuring that Town decisions are made through an open, consistent, and lawful process.

I also believe that serving on Town Council means being willing to show up, do the work, study the issues before voting, and be accountable to the people we represent. Council members will not always agree, nor should they. What matters is that disagreements remain focused on the issues and do not prevent the Town from conducting the people's business.

My commitment to Mineral did not end when my previous service on Council ended. I have continued

to follow Town matters closely, research issues affecting the Town, attend and participate in the governmental process, and advocate for responsible local government.

Mineral has significant decisions ahead concerning its finances, infrastructure, water system, administration, economic development, and long-term direction. I believe my previous Council experience, knowledge of Town government, and willingness to work collaboratively would allow me to make a meaningful contribution during this important period.

I respectfully ask the Mayor and Town Council to consider me for appointment to the vacant Town Council seat. I would welcome the opportunity to discuss my qualifications, priorities, and vision for Mineral with Council.

Thank you for your consideration.

Respectfully,

 **Nipper**
Former Vice Mayor and Town Council Member
Town of Mineral, Virginia

Nipper

PROFESSIONAL SUMMARY

Highly efficient and diligent administrative office professional with 25 years' experience providing executive level support. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when collaborating with staff members and motivating team. Strong organizational skills and excellent diligence when dealing with paperwork, bring superior communication and time management abilities. Valued by employers for sharp mindfulness, diplomacy, integrity, and ability to adapt to new responsibilities.

CORE COMPETENCIES

- Account reconciliations
- Human resources management
- Exceptional Verbal and Written Communication Skills

PROFESSIONAL EXPERIENCE

- Detailed and Organized • COR Level II Certified • Computer proficient

U.S. MARSHALS SERVICE, 1225 Clark St, Arlington, VA

Administrative Officer, GS-0341-12 (Oct 16, 2017-present)

- Provides advice and assistance to management on personnel management matters.
- Coordinate with Human Resources on all award requests from non-traditional awards to traditional awards, position description, appraisals, and the Worker's Compensation Program.
- Provides financial management advice required to make management decisions.
- Monitors the execution of the approved budget of half million and track budget execution, ensure all expenditures are consistent with plan; identify and resolve discrepancies.
- Created reports, tracked income and expenses, and reviewed numbers for accuracy and executed financial journal entries daily to maintain accurate records.
- Assist in final determination of resource needs and developing budgets in the division.
- Oversee and manage the procurement program for the office by ensuring all procurements adhere to applicable statutes, regulations, and administrative guidelines. (Single purchase limit: \$7,000.00 – supplies, \$2,500.00 – Service Contract Act, \$2,000.00 construction. Monthly billing cycle limit: \$50,000.00)
- Serve as a Level II Contracting Officer's Representative (COR), overseeing the execution of four supply and service contracts involving moderate to high levels of complexity or risk and actively monitoring contractor performance, invoices, schedules, and deliverables.
- Analyze existing administrative procedures to identify more efficient and effective methods for accomplishing objectives.
- Utilizes agency-based travel system to issue authorizations, amendments, and expense reports based on the travelers and mission's needs.
- Provide guidance and advice regarding travel, travel card issues, visa passports, etc. to employees, and to customers external to the organization who raise questions or issues requiring an authoritative response. • Serves on ad hoc study groups and task forces with USMS established to analyze and recommend corrective actions on issues/problems.

U.S. PATENT AND TRADEMARK OFFICE, 600 Dulany Street, Alexandria, VA

Patent Administrative Support Specialist, GS-0301-11 (Nov 27, 2014 – Oct 16, 2017)

Section E, Item 1.

- Provide management program assistance, administrative support and functions to the Deputy Commissioner of International Patent Cooperation and the Director of International Programs, both Senior Executive positions and their managers on a wide variety of management and administrative projects, policies, issues, and initiatives.
- Staff Coordinator for the Deputy Commissioner of International Patent Cooperation and the Director of International Programs.
- Establish program goals and objects to include short and long-term plans to meet the needs of the Deputy Commissioner of International Patent Cooperation and the Director of International Programs. • Prepares information and/or decision memorandums, briefings, and/or correspondence replies for management. • Maintain visibility of effectiveness of the OIPC operations and management and notify the Director of International Programs promptly of matters requiring senior-level awareness, attention, or action.
- Utilizes agency-based travel system to issue authorizations, amendments, and expense reports based on the travelers and mission's needs.
- Coordinates and processes federal international travel documents (passports, foreign entry visa, country clearances, flights) for individuals and large groups of travelers.
- Working knowledge of measuring efficiency by developing short and long-term employee hiring plans. • Bring HR discrepancies to the Manager's attention. Generate and complete SF52's and follow up on processing. Account for every OPIM employee and ensure proper alignment. Designed FY closing calendar and generated detailed employee tracking list.
- Compiled each division's responses for their award goals verifying goals are met and the award language is correct. • Efficient closing out of fiscal years and mid years 2011 and 2012 to include: POC for HRs database, developing a detailed employee matrix in EXCEL for the OPIM Directors to use for the accurate completion of their employees' ratings.
- Let Senior Leaders know of discrepancies by developing a detailed OPIM employee awards EXCEL matrix used for accurate accounting of all OPIMs employee awards.
- Bring to Executives' attention budgetary discrepancy when ratings are contested and ensure category 3 remains in budget.
- Wrote for Office distribution an extensive list of approved award language for the Career, Bronze and Service Awards.
- Continuously monitor the status of various OIPC programs administered through reports, program reviews and analysis.
- Resolve questions of policy, jurisdiction or conflicting interests within OIPC.

US ARMY CORPS OF ENGINEERS, 255 Fort Collier Rd, Winchester, VA

Transportation/Deployment Specialist, GS-2102-07 (Sep 29, 2010 – Nov 26, 2014)

- Served as the approving official of US Army Corps of Engineers (USACE) travel-related matters. • Certified Official Department of Defense Government Passport Agent.
- Serve as liaison with other USACE business units, Department of Defense (DOD), General Services Administration (GSA), Department of State, and Carlson Wagonlit Travel (CWT), etc., ensuring that USACE goals and objectives are consistent with requirements.
- Monitor and track budget execution, ensure all expenditures are consistent with plan; find and resolve discrepancies for numerous accounts.
- Resolved months of backlogged work, restored order, and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that were previously missed. • Reviewed, reconciled and processed three separate corporate travel bills each, more than \$2 million. • Reviewed invoices and matched purchase orders; verified receipt of goods and correct prices; reviewed and verifies payment vouchers; makes authorized purchases on behalf of the office; maintains various inter-office funds; and develops and merged budget

submission for multiple budget offices within the department; and assists with the development of the annual

- Coordinates and process federal international travel documents (passports, foreign entry visa, country clearances, flights) for individuals and large groups of travelers.
- Served as the subject matter expert as the DoD Passport Agent for passports and visas at the Tran-Atlantic Division servicing Iraq, Afghanistan, Kuwait, and other Central and Southwest Asia areas, which included composing passport expedites for Official and Diplomatic Passports.
- Manages domestic and foreign travel using an automated web-based travel management service. • Audits temporary duty travel authorizations and voucher to prevent and detect fraud, waste, and abuse. • Processed and prepared relocation orders and vouchers to include counseling employees and assisting with travel transaction reconciliation and error resolution in automated travel and financial systems.
- Develops and implements travel policies, procedures, and internal control practices and procedures related to the payment of federal funds in accordance with the Federal Travel Regulations, Appropriations Law, and the Prompt Payment Act.
- Review and approve domestic and foreign travel orders and vouchers for organizational staff members. • Analyze and review travel programs and operational documentation including laws, regulations, policies, procedures, and other documentation to determine USACE compliance with applicable policies and regulations. • Applied quantitative methods and provide strategic solutions and recommendations to Management, internal and external Stakeholders by routinely preparing detailed status reports on: GRD and AED project plans, action items, unresolved situations, policy issues, important notices.

US ARMY CORPS OF ENGINEERS, Kandahar, Afghanistan - 255 Fort Collier Rd, Winchester, VA
Deployment Administrative Specialist, GS-0301-07 (Mar 9, 2009 – Jan 21, 2010) GS-0301-09 (Jan 22, 2010 – Sep 22, 2010)

- Established transportation program in Kandahar, which enabled the USACE to open two districts in Afghanistan. • Certified Official DoD Government Passport Agent.
- Serve as liaison with other USACE business units, Department of Defense (DOD), General Services Administration (GSA), Department of State, and Carlson Wagonlit Travel (CWT), ensuring that USACE goals and objectives are consistent with requirements.
- Provides guidance and advice regarding travel regulations, travel card issues, visa, and passport to personnel to meet compliance standards in the execution of duties.
- Provides guidance in Department of Defense (DoD) travel services.
- Provides knowledge and understanding of military transportation policy regarding personnel movement and travel to customers.
- Coordinates and processes federal international travel documents (passports, foreign entry visa, country clearances, flights) for individuals and large groups of travelers.
- Manages domestic and foreign travel using an automated web-based travel management service. • As the Contracting Officer Representative Level II oversees execution of four (4) contracts with outside vendors and monitor contractor performance.
- Submitted contracting packages for sole source funding, execution of option year, and wrote Statement of Work for new solicitations.
- Ensured accuracy of monthly funding execution, approval invoice payments.
- Record data on travel statics and produce reports showing transactions processed on a weekly and monthly basis using simple statistical methods.
- Develops and implements travel policies, procedures, and internal control practices and procedures related to the payment of federal funds in accordance with the Federal Travel Regulations, Appropriations Law, and the Prompt Payment Act.
- Review and approve domestic and foreign travel orders and vouchers for organizational staff members. • Analyze and review travel program and operational documentation including laws, regulations, policies, procedures, and other

documentation to determine USACE compliance with applicable policies and regulations.

- Applied quantitative methods and provide strategic solutions and recommendations to Management, internal and external Stakeholders by routinely preparing detailed status reports on: AED project plans, action items, unresolved situations, policy issues, important notices.

DEPARTMENT OF ARMY, Building 663, First Street, Fort Greely, AK

Supply Officer, GS-2005-07 (Aug 26, 2007 – Mar 8, 2009)

DEPARTMENT OF ARMY, Building 663, First Street, Fort Greely, AK

Administrative Support Specialist, GS-0301-06 (Jan 23, 2006 – Aug 25, 2007)

DEPARTMENT OF ARMY, Building 663, First Street, Fort Greely, AK

Police Officer Operations/Plans, GS-0086-06 (Nov 28, 2004-Mar 8, 2005) GS-0086-07 (Mar 9, 2006 – Jan 22, 2006)

DEPARTMENT OF ARMY, 23023, 58th Street, Fort Hood, TX

Police Officer/Field Training Officer, GS-0086-06 (Mar 9, 2004 – Nov 27, 2004)

EDUCATION

UNIVERSITY OF PHOENIX, ARLINGTON, VA

Bachelor of Science in Business Management, Jun 2014

- GPA 3.39

PERSONAL INFORMATION

Veterans Preferences: 10 points, 30 percent compensable/Purple Heart

U.S. Army, [REDACTED]

Highest Previous Grade: GS-12

ACCOMPLISHMENTS

- Contracting Officer Representative Level II – 2009, 2018, 2020, 2022, 2024
- Leadership Development Program - 2011
- Certified Official DOD Passport Agent 2009, 2010, 2011, 2012, 2013, 2014
- JTR Vol 2 Certification 2009, 2011, 2013
- Chemical, Biological, Radiological, Nuclear Train-the-Trainer Certifications 2008
- Property Book Unit Supply Enhanced (PBUSE) and Small Arms 2008

ADWARDS

Outstanding Performance Rating 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025 Medal for Civilian Service – 2010, 2014
 NATO Medal for Civilian Service Afghanistan – 2010
 Secretary of Defense Medal for Global War on Terrorism in Afghanistan – 2010
 Chief of Engineers (Lieutenant General Coin) for Excellence – 2009
 Joint Meritorious Unit Award - 2003
 Purple Heart - 2003
 Combat Action Badge - 2003

Army Commendation Medal - 2003
 Iraq Campaign Medal, 2 service stars - 2003
 Afghanistan Campaign Medal, 1 service star –
 2002 Global War on Terrorism Service Medal -
 2002 Army Achievement Medal - 2001, 2003
 Good Conduct Medal - 2003
 National Defense Service Medal - 2001
 Korean Defense Service Medal - 2001

Hello,

My name is [REDACTED] Stowe and I am interested in filling the vacant position on Council. In addition to working towards stabilizing the towns government by fulfilling the bureaucratic needs of the town, I would work towards establishing a town newsletter in the short term.

My husband and I hope to live in this town for a very long time and I believe that volunteering for this position is part of my civic responsibility. My bachelors degree is in History and I am very capable of conducting research into a topic should the need arise given this education. In addition to my professionalism, I am solution oriented, happy to ask questions to clarify my understanding of an issue before I take an action, and I also have familiarity with Robert's Rules of Order. I hope to bring these qualities as well as my history of collaboration and my dedication to making this town a better place for my children to Town Council.

Thank you for your consideration,
[REDACTED] Stowe

Professional Objective

To become a member of the Mineral Town Council, with the goals of creating a town newsletter and increasing pedestrian infrastructure.

Education

James Madison University, Harrisonburg VA 22807

- **Masters of Arts in Teaching**, concentration in Secondary Education obtained May 2016.
 - Social Studies Endorsement
- **Bachelor of Arts in History** obtained December 2014.
 - Minors in Interdisciplinary Social Studies and Secondary Education.

Employment History

Eastern View High School, Culpeper VA, Grades 9, 10, and 12 July 2016- Present

- Courses taught include World History I, World History II Honors, AP World, Pre-AP World and Honors Government.
- Developed a school wide Pre-AP World course based on the curriculum provided by College Board.
- Mentored a new teacher in the 2021/2022 and 2024/2025 school years. · Supported long term substitute teacher Spring 2024.
- Experienced with Google Classroom, Canvas, Kami, Quizlet, Quizizz, GoodNotes, and Educations.

Committee Experience

- Gifted Advisory Committee 2021/2022
- Curriculum Writing multiple summers

Extracurricular and Volunteer Experience

- Assisted in the following capacities for Eastern View's Theater Department
 - Assistant Director/Backstage Manager
 - Assistant Music Director
 - Cellist in Pit Orchestra
- Model UN Sponsor
- D&D Club Sponsor
- Culpeper County Critical Infrastructure Personnel Childcare Service during the COVID 19 Pandemic

Related Experience

Student Athlete Tutor for JMU Student Athlete Services May 2015- May 2016
 Substitute Teacher for Harrisonburg City Public Schools October 2014- May 2016

References available upon request