



MINERAL COUNCIL MEETING AGENDA

February 12, 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. PUBLIC HEARING FOR AJ SINGH AND MILLERS MARKET CONDITIONAL USE PERMIT REQUEST

1. AJ Singh and Millers Market CUP

G. APPROVAL OF MINUTES

1. Town Council Meeting Minutes 09.11.2023

2. Town Council Meeting Minutes 12.11.2023

3. Town Council Meeting Minutes 01.16.24

H. ACCOUNTS PAID

1. December 2023 Bills

2. January Bills Paid

I. REPORTS

1. DMV REPORTS

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

J. OLD BUSINESS

1. Employee Bonuses and Bi-Monthly Pay
2. Zoning Administrator
3. Update on Mineral Historic Foundation

K. NEW BUSINESS

1. Appointment of New Vice Mayor
2. Permission to purchase new chairs for staff. Current chairs are breaking and someone may get hurt. Chairs will be \$200 each.
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.
4. Water results for water main break.
5. Resolution to Establish the 2024 Town Council Meeting Schedule

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.

M. BACK IN SESSION

N. 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.

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Dear Mr Singh

At the last planning committee meeting the following conditions were stipulated as a condition of moving your application forward. Please indicate if you concur with these conditions so that I may provide this information to the planning committee for their meeting on 30 November 2023:

- 1) Hours of Operation – Hours of Operations for gas pumps 24 x 7 provided the level of lighting is reduced over the entire parcel.
- 2) Number of pumps - Consensus was for the inclusion/restriction of two pumps with four dispensers in the CUP.
- 3) Lighting - Requires dark sky lighting techniques to be required on all facilities and the parking area of the total business and to neighboring properties as much as possible. Canopy design, signage on canopy and lighting below, around and the timing of the canopy emphasizing dark sky lighting techniques.
- 4) U-Haul rentals- Limit the number of U-Haul vehicles on the premises at any one time to six (6) or less. Also, no tractor trailer overnight parking shall be permitted on the business property.
- 5) Previous well on property – Requires engineering report be made available to the Town/County prior to issuing a building permit. Applicant shall consult the VDH and County Building Official concerning the proper and safe well closing on site.
- 6) The entire parking lot for Miller's Market should be resurfaced, parking spaces sized as required by Town Code shall be painted on the parking lot.
- 7) VDOT should be consulted on traffic entrances safety, possible requirement of one-way traffic through the parking area for added safety around the gas pumps area and the blind hill approaches along Mineral Avenue.

Any questions you may have please either contact Mr. Kube or myself.

Warm Regards

Edwin J. Jarvis
Acting Town Manager,
Mayor, Town of Mineral

I agree with all conditions.



AJ Singh
Millers Market

1. THANK YOU FOR SIGNING
 2. OUR PETITION TO BRING
 3. GAS PUMPS TO - - - - -
 4. MILLER'S MARKET

5. ~~_____~~
 6. ~~_____~~
 7. Micky Arana
 8. O. J. Fehr SA
 9. Bill Mitchell Singer
 10. Janice Dean
 11. CHRIS BENNETT
 12. Spawnta Scott
 13. Carrie Garsley 563
 14. Deb Blotn TOTAL
 15. Carol Lott SIGNATURES
 16. Randi Hayden
 17. Joel Smith
 18. Bruce Herdson
 19. Donna Huffman
 20. L. H. Hawk Jr
 21. Jeff
 22. Kay Claveloy
 23. Chrisy Rose
 24. Anne Ewing
 25. Emma Shuster
 26. Galewood Adams
 27. Brenda Hill
 28. James Bricks
 29. Carret Mariot
 30. Maya Hunter
 31. Sherrida Hunter
 32. Mary M. Hunter
 33. Herman Hunter
 34. General Shelton
 35. Sholly Hunter

36. Avery Shelton
 37. Shadell Hunter
 38. Jeff John
 39. ~~_____~~
 40. Josh name
 41. Wayne Child
 42. Amanda Duvier
 43. Kate and Dunnan
 44. Robert Jones -
 45. Jessica Hall
 46. Kawalita Smyth
 47. ~~_____~~
 48. Bob Butera
 49. Benjamin Coleman
 50. Marianne Conroy
 51. ~~_____~~
 52. Brittany Cole
 53. Shari Turner
 54. Chris Putsy
 55. Mike Burgess
 56. Jimmy Burgess
 57. Christy Harris
 58. Wade Campbell
 59. Kisha Andersen
 60. ~~_____~~
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 62. ~~_____~~
 63. ~~_____~~
 64. Melissa Via
 65. Angela Morris
 66. Frances Lamb
 67. Wayne Libby
 68. April Sumner
 69. Amy Cull
 70. R. J. Meehan

2

1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET

- 5. Margret Zouch
- 6. Ruby Wilson
- 7. Deborah Gray
- 8. Lynda White
- 9. ~~_____~~
- 10. ~~_____~~
- 11. Sharon Touchers
- 12. M. Kellison
- 13. Kaitlyn Jusk
- 14. Mitzi Debbles
- 15. Kalista Ha
- 16. ~~_____~~
- 17. N.G. Stepterson
- 18. Kenneth Payne
- 19. ~~_____~~
- 20. Tracy Walker
- 21. Shanta Walker
- 22. ~~_____~~
- 23. Bradley Montan
- 24. Jacob Gibson
- 25. ~~_____~~
- 26. ~~_____~~
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- 28. E. Dorman
- 29. Tripp Tony
- 30. Shantina Toney
- 31. ~~_____~~
- 32. Joyce D. Mitchell tree
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- 35. ~~_____~~

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- 38. Hannah Butler
- 39. Day Smith
- 40. ~~_____~~
- 41. Patricia Harbour
- 42. Emma Peltier
- 43. ~~_____~~
- 44. Ann Murray
- 45. Eddie Lewis
- 46. ~~_____~~
- 47. ~~_____~~
- 48. Mike Loma
- 49. David Hall
- 50. ~~_____~~
- 51. John Denson Jr
- 52. Alexander H Newman
- 53. L. R. Clarke
- 54. ~~_____~~
- 55. Becky Cavanaugh
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- 63. Ruth Quinby
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1. THANK YOU FOR SIGNING
 2. OUR PETITION TO BRING
 3. GAS PUMPS TO - - - - -
 4. MILLER'S MARKET

- 5. ~~[Signature]~~
- 6. ~~[Signature]~~
- 7. Caron Boone
- 8. Brenda Walton
- 9. Patricia Cutright
- 10. Katy Cole
- 11. ~~[Signature]~~ - Hall
- 12. ~~[Signature]~~
- 13. Mary Boone
- 14. ~~[Signature]~~
- 15. ~~[Signature]~~
- 16. ~~[Signature]~~
- 17. Lewis Dorman
- 18. Todd White
- 19. ~~[Signature]~~
- 20. ~~[Signature]~~
- 21. Kura Weber
- 22. Bruce John
- 23. ~~[Signature]~~
- 24. ~~[Signature]~~
- 25. Barbara Wilson
- 26. Rami Hamid
- 27. ~~[Signature]~~
- 28. ~~[Signature]~~
- 29. ~~[Signature]~~
- 30. ~~[Signature]~~
- 31. Wayne Henson
- 32. D. Dodwin
- 33. Christy Wise
- 34. ~~[Signature]~~
- 35. Roger M. Alson

- 36. ~~[Signature]~~
- 37. Kenneth Brown
- 38. ~~[Signature]~~
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- 40. ~~[Signature]~~
- 41. Amanda Smith
- 42. Wallace Huest
- 43. ~~[Signature]~~
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- 46. Katrina Miller
- 47. Charles Thomas
- 48. ~~[Signature]~~
- 49. T. Brack
- 50. DEVLIN MADISON
- 51. Stacie Seward
- 52. ~~[Signature]~~
- 53. ~~[Signature]~~
- 54. ~~[Signature]~~
- 55. ~~[Signature]~~
- 56. Laura. ~~[Signature]~~
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- 64. Brook Payne
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1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET
5. ~~[Signature]~~
6. Anna Hall
7. ~~[Signature]~~
8. ~~[Signature]~~
9. Ben Lee
10. Lisa Miller
11. ~~[Signature]~~
12. Judy Rowles
13. Leslie Jones
14. Jerry Williams
15. Johnny R. Walker
16. ~~[Signature]~~
17. ~~[Signature]~~
18. ~~[Signature]~~
19. OSCAR LEWIS Oscar Lewis
20. Connie Lewis
21. Terry Hall
22. J. P. French
23. ~~[Signature]~~
24. Kelly Kubit
25. Jeff Chappell
26. Della Brooks
27. ~~[Signature]~~
28. ~~[Signature]~~
29. James C. [Signature]
30. Paul Smith
31. James Powell
32. ~~[Signature]~~
33. ~~[Signature]~~
34. Brandy Prester
35. Kathleen Paul

36. DONALD Broadnax
37. Frances Peyton
38. Tari Broadnax
39. Rebecca Carter
40. Nancy Astrella [Signature]
41. Wayne Campbell
42. ~~[Signature]~~
43. ~~[Signature]~~
44. J E Harris
45. Jessica [Signature]
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51. ~~[Signature]~~
52. Sierra Moltz
53. Charles Moltz
54. Michael Paige
55. ~~[Signature]~~
56. Cassie Beason
57. Phillip K. [Signature]
58. Nikki L. Taylor
59. ~~[Signature]~~
60. ~~[Signature]~~
61. ~~[Signature]~~
62. CLARE Kellison
63. Ashley Graham
64. C.P. Kellison
65. ~~[Signature]~~
66. Cathy Mason
67. ~~[Signature]~~
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69. ~~[Signature]~~
70. James Andersen

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1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET
5. ~~Bill~~
6. ~~John~~
7. ~~John~~
8. ~~Robert~~
9. ~~John~~
10. ~~John~~
11. Robert D. Tanker
12. Margaret Leay
13. Mary Welle
14. ~~John~~
15. ~~John~~
16. ~~John~~
17. Lawrence minor
18. ~~John~~
19. Donald O. Morris
20. D O O. Dona Sims
21. Michael J. Seman M.S.S.
22. ~~John~~
23. Margaret Wulawa
24. Barbara Garsidy
25. ~~John~~
26. Lisa Hill
27. Latonia Smith
28. ~~John~~ Brianah
29. Bunk BARDEN
30. Byron Davis
31. ~~John~~
32. Bruce Hawkitt
33. ~~John~~
34. ~~John~~
35. Tee Higgins

36. Christine Wise
37. ~~John~~
38. ~~John~~
39. Brandy Nestor
40. ~~John~~
41. Peggy Harfield
42. Christy Hollow
43. ~~John~~
44. Elm A. Haller
45. Quanta Jackson
46. ~~John~~
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51. ~~John~~
52. ~~John~~
53. ~~John~~
54. Shudam Harmon
55. Sandra Comport
56. Tammy Broome
57. Mila E. Broome
58. Chris Brooks
59. Jenny Brooks
60. Cindy Henlre
61. ~~John~~
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67. Timothy Burnett
68. ~~John~~
69. ~~John~~
70. V.K. Singh

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1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO
4. MILLER'S MARKET

- 5. James E Duemling
- 6. Allen D. Harlowe
- 7. ~~James~~
- 8. Sheria Wong
- 9. Pam McLaughlin
- 10. Fred Panknin
- 11. Darcy Palmer
- 12. ~~John Jenkins~~
- 13. ~~Shirley Wong~~
- 14. ~~James D. D. D.~~
- 15. ~~James~~
- 16. ~~Paul~~
- 17. Jay D. Long
- 18. ~~John~~
- 19. ~~John~~
- 20. Mally J. Dea
- 21. Michael Lee Velasco
- 22. Rene T. Lutz
- 23. Deanna Cannon
- 24. ~~John~~
- 25. ~~Megan~~
- 26. James Best
- 27. Jon Lutz
- 28. Charles H. Talley Jr.
- 29. ~~John~~
- 30. ~~George~~
- 31. Charles Kemp
- 32. Patty Kemp
- 33. Emily Harlowe
- 34. Nat Chiles Niter
- 35. James Hiter Sr.

Section F, Item 1.

- 36. Frank River Jr
- 37. ~~John~~
- 38. Felicia Berry
- 39. Shelly Hopkins
- 40. D. D. D.
- 41. Perry Lee
- 42. Kimberly Howard
- 43. Taylor Wood
- 44. Pamela Harlowe
- 45. April Peary
- 46. ~~John~~
- 47. ~~John~~
- 48. ~~John~~
- 49. Brenda Andrews
- 50. ~~John~~
- 51. Gloria M. Hinkel
- 52. Willes Pickens
- 53. James Bannock
- 54. ~~John~~
- 55. DAVID DE JAWINSKI
- 56. Stephen Jay
- 57. ~~John~~
- 58. ~~John~~
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- 60. ~~John~~
- 61. Christopher Goodman
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- 69. ~~John~~
- 70. Kenneth W. Bayman

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1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET
5. CLARENCE SHELTON JR
6. Gary R Michens
7. Jessica Stanny
8. Lorraine Harlow
9. ~~Wynne Harlow~~
10. ~~Bliss Jackson~~
11. ~~Joseph Jackson~~
12. ~~Sephora Anie~~
13. ~~Joe Helle~~
14. ~~Vito Anie~~
15. ~~Mike & P~~
16. Ryan Steele
17. ~~Richard Co Jr~~
18. ~~John Lawrence~~
19. Shannon Lowery
20. John Payne
21. ~~A. Martin~~
22. ~~Dorlene Soderholt~~
23. ~~Richard~~
24. Anthony ~~Wise~~
25. ~~Walter~~
26. ~~Leah York~~
27. Carolyn Heuchens
28. ~~Dana L. Hudkins~~
29. ~~DC Hudkins~~
30. ~~My HO~~
31. Orlando Moss
32. Darryl Moore
33. James Toxader
34. ~~Janet Summy~~
35. ~~Walter L. Richal Jr.~~

36. Scott Fink
37. ~~Scott Fink~~
38. ~~Walter Moore~~
39. ~~Stan Wright~~
40. ~~Joseph Martin~~
41. ~~Rodney Martin~~
42. Elizabeth Smith
43. ~~Ben Fink~~
44. Margaret Eaton
45. ~~Brooklet Eaton~~
46. Amy Samuelson
47. Dylan Weeks
48. Thomas Tarkin
49. Juanita Furber
50. Angela Shelton
51. ~~Juwana Gunn~~
52. ~~Tracy Huggins~~
53. ~~Dung Huggins~~
54. Colton Wheeler
55. ~~am~~
56. ~~Carl~~
57. ~~Harold J. ...~~
58. ~~Ray~~
59. ~~Carl~~
60. ~~Nessee~~
61. ~~Mark ...~~
62. ~~Carl~~
63. ~~Carl~~
64. Rev. Edwin Thurston
65. Mary Simonson
66. Rebecca McGehee
67. A. Tice
68. S. Tice
69. S. Miller
70. ~~Harold ...~~

1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET
5. Anthony Corder
6. Helen Hopkins
7. Crystal Corder
8. ~~John~~
9. Patrick Corder
10. Lisa Harvey
11. Peggy Martin
12. Victor Glass
13. PC Thomas
14. ~~Bill~~
15. Betsey M Compton
16. Joyce Venter
17. Dallas Venter
18. ~~Wanda~~
19. ~~John~~
20. Inya Parker
21. Brian Turpin
22. Gene Chumley
23. Stephanie Throckmolt
24. Susan Quinn
25. Mary Lee Maddra
26. Kelli Stone Kashi & Mark
27. Dorra Cook
28. Jessie Leake
29. Edward Leake
30. Nora M. Richardson
31. Thomas Luck
32. Gene Luck
33. Lynne Kennett
34. Maurine Dyer
35. Douglas W Dyer

36. ~~Barney~~
37. Matthew J Smith
38. ~~Paul~~
39. David Bradford
40. Sylvia L King
41. Brenda H Parker
42. ~~my~~
43. ~~John~~
44. ~~John~~
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1. THANK YOU FOR SIGNING
2. OUR PETITION TO BRING
3. GAS PUMPS TO - - - - -
4. MILLER'S MARKET
5. Daniel Bono
6. Charle Barney
7. DAVE DONHAUSER
8. Darius Futrell
9. Christian Swamy
10. Ernest B. Appearant
11. PAUL M. ANGELO
12. VIKKI ANGELO
13. Gerri Bratton
14. ~~Power~~
15. ~~Chris, Isiah & Nahon~~
16. Wanda Reese
17. W E Lewis
18. ~~John Lewis~~
19. ~~Martha & Hodges~~
20. ~~Jewel Willis~~
21. Chris McCoy
22. ~~D.C.~~
23. ~~Donna Tinsley~~
24. Jessica Benzene
25. Tracy Brown
26. Jeffrey Brown
27. Rodger Dean
28. Martha Dean
29. Kaitlyn Brown
30. Dave Hensley
31. Richard Robinson
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1. THANK YOU FOR SIGNING

2. OUR PETITION TO BRING

3. GAS PUMPS TO - - - - -

4. MILLER'S MARKET

5. Raven Dakota Own Dan

6. Kristen Dakota Kusan Dabitz

7. Arlo Millich

8. Keenan Dakota

9. Joshua Crank

10. Alvin Clements

11. Jeffrey Clements

12. Rich Barlow

13. Susan Dietrich

14. Susan Barlow

15. Ronald M. Hughes

16. ROBERT REGAN

17. ~~Chad~~

18. April Reedy

19. John St. Hubert

20. Steven Swartz

21. ~~Bob~~

22. Edna Mackney

23. Cara Lunngreen-Stowe

24. Charles Haden, III

25. Adam Zapp ~~Coast~~

26. John Ortiz ~~Greg~~

27. Allen Bering

28. Nastasia Carter

29. Chris Clark

30. Michael McBoopie

31. Bobbie Burt

32. John Hancock

33. Rossas Smith

34. Carla Smith

35. CHRIST WILLIAMS

36. ~~John~~

Section F, Item 1.

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Town of Mineral Meeting Minutes
September 11, 2023

Mayor Jarvis called the meeting to order at 6:30 p.m.

Members Present

- Ed Jarvis, Mayor
- Blair Nipper, Vice Mayor, present electronically
- Ron Chapman
- Michelle Covert
- Bernice Kube
- Olivia McCarthy
- Rebecca McGehee

Others Present

- Reese Peck, Town Manager

A moment of silence was held for 9-11.
 Councilwoman McGehee read a poem in memory of 9-11.

The mayor called for the Pledge of Allegiance

Agenda

Councilwoman McGehee asked that attendance be added to the agenda. Councilman Chapman made the motion to approve the agenda as amended. Councilwoman McCarthy provided the second.

- Ron Chapman - Yes
- Michelle Covert - Yes
- Bernice Kube - Yes
- Blair Nipper - Yes
- Olivia McCarthy - Yes
- Rebecca McGehee -Yes

Motion Passed 6-0-0

Public Comment

Chris Guerre congratulated the council on obtaining the Whitlock Family Park, (farmer’s market land) from the Whitlock family. Guerre told the council that the meeting to vote to accept the park did not have a quorum. He said that councilors could not participate in more that two meetings a year electronically.

He brought to council’s attention that minutes should be up within seven days. He questioned the progress of the employee manual. He stated that the FMLA was contrary to federal law and the law applied to any form of government.

Guerre encouraged the council to purchase the Morgan property and complained about the state of the property. He also brought to council’s attention that a fire hydrant near his home had been out of service for two years.

Public comment was closed.

Minutes

Councilwoman Covert made a motion to approve the August 14 minutes. Councilman Chapman seconded the motion.

- Blair Nipper – Yes
- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Bernice Kube – Yes
- Michelle Covert – Yes

Motion Passed 6-0-0

Councilman Chapman made the motion to approve the August 24 special called meeting minutes. Councilwoman McGehee seconded the motion.

- Blair Nipper – Yes
- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Bernice Kube – Yes
- Michelle Covert – Yes

Motion passed 6-0-0

Bills

The mayor asked for a motion to approve the bills. Councilwoman Kube made the motion to approve the bills. Councilman Chapman provided the second.

- Blair Nipper – Yes
- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Bernice Kube – Yes
- Michelle Covert – Yes

Motion Passed 6-0-0

DMV

Shannon Hawkins, DMV Manager, reported that the DMV had over a million dollars in transactions. She reported that the second room would be operational before the end of the week.

Town Manager Report

Reese Peck, Town Manager, reported that the cash balance funds grew by \$13,000 and investment funds grew by \$4000.

He said he had a couple of projects that he was having a hard time getting started. One was that accounting software. Currently there are two accounting software systems and one is set up wrong.

He reported that there were currently two garage zoning projects that need attention. Also, the Millers Market conditional use permit was being sent to the planning commission.

Peck said that currently chemicals were being stored in the well house. Electrical contractors would be coming to install ventilation.

The town had several water breaks during the month. Peck said he had ordered a new mower. He said the town needs to hire someone to transfer data when the town gets the new software.

He said the new pay plan that was implemented had used up the budget funds and that council would need to appropriate funds in December.

Peck asked council to identify needs for next year’s budget. Mayor Jarvis asked the committees to put in their request for the budget.

Peck asked that there be a separate budget for travel for VML Training.

Committee Reports

Beautification

Councilwoman Kube reported that at this time flower beds were being maintained. Winter flowers would be planted later. She reported that Mr. Henshaw had replaced bulbs in the Town Hall. She asked for maintenance to look at the gutter and door on the old town shed. The garage door at the Whitlock Family Park was broken and needs to be replaced.

Police & Fire

Councilwoman McGehee presented the charter of the Mineral Volunteer Fire Department. She said that the department does exist. The building, land, and fire trucks all belong to the volunteer fire department. She said county paid fire and EMS are manning the buildings and the county has been paying utilities.

“The volunteer fire department has been there since the 40’s”, she said.

McGehee reported that the streets would be cleaned before the homecoming parade. She reported that instead of repairing the fire hydrants that she was leaning toward replacement due to lack of parts. She said the town needs to get the hydrants up to date.

Councilwoman Nipper asked who painted the hydrants. She said there are hydrants that need painting.

Councilwoman Kube said that in past years high school students were hired to paint the hydrants in the past.

Councilwoman McGehee reported that there was an accident on 7th Street and St. Frances. She said they were lucky that no one was hurt. She said VDOT needs to do a speed study and to put in speed bumps in some places and children playing signs.

Reese Peck suggested to council that they compile their VDOT issues and ask for a speed study or a traffic count to see if the town could qualify for rumble strips.

Cemetery

Councilwoman McGehee commented that the trees would be a great place for benches. She also said the trees at the cemetery need to be trimmed.

Budget

Councilwoman Nipper reported that some cemetery expenditures had been paid out of the main account instead of the cemetery account. She said that Lewis Keller has been being paid out of the main account instead of the cemetery account. When the new accounting system is implemented, all cemetery expenditures will be taken from the cemetery account. Reese Peck stated that the gas and supplies are now being charged to the cemetery fund.

Personnel

The committee deferred their report because it would be covered under new business.

Social

Councilwoman McCarthy reported that there had been a newsletter error and she apologized.

Revitalization Committee

Mayor Jarvis appointed Councilwoman Kube and Nipper to a revitalization committee as an ad hoc committee to develop a framework to improve the looks of the town. Encouraging quality lights, murals and banners. Mayor Jarvis said that the committee should come up with a plan to improve the looks of the town.

Planning

No report.

Old Business

None

New Business

Personnel Manual Revisions

Annual Leave policy

Reese Peck told council that in 2014 VRS changed the policy from a traditional pension program to a hybrid program that was basically a 401K program which was matched by the employer. He said it was a self-funded disability with certain rules.

He said in the past council had never adopted the rules and most of the employees didn't know they were covered. In addition to laying out the rules on disability he said most localities went to a different leave system for the hybrid. Employees had to use their sick and annual to cover any extended absence. He said most jurisdictions went with the time paid off. He said what Louisa County does is give 17 days up front and if not used it goes away and resets. He said he thought it would be easier to follow the policy that the county has.

He asked for council to adopt the PTO plan governing the disability and time paid off for the hybrid employees. He defined hybrid employees as anyone that came into the VRS system after 2014.

Councilman Chapman made the motion to approve the paid time off plan with the correction that paid time off or PTO at the time of leaving employment that proper notice must be given. Second Councilwoman McCarthy.

- Michelle Cover – Yes
- Bernice Kube – Yes
- Blair Nipper – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion passed 6-0-0

Peck asked that council direct him to replace the annual leave policy in the current job descriptions with the policy that was just adopted.

Motion to replace the annual leave policy in current job descriptions was made by Councilman Chapman and seconded by Councilwoman McCarthy.

- Rebecca McGehee – Yes
- Blair Nipper – Yes
- Michelle Covert – Yes
- Bernice Kube – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes

Motion passed 6-0-0

DMV Job Descriptions

Peck presented revised job description for the Dedicated Title Specialist, DMV Supervisor and Front Desk Representatives.

Councilman Chapman made the motion to approve the three job descriptions as presented by the town manager. Rebecca McGehee seconded the motion.

- Michelle Covert – yes
- Bernice Kube – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes
- Blair Nipper – Yes

Motion Passed 6-0-0

Town Council Conference Attendance Policy

Peck asked council to approve a conference attendance policy for council members. He said some conferences were very expensive and should be approved before attending in order to stay within budget. He asked that council members go through the manager and he would bring it to council for approval for conferences outside of VML. VML would not have to be approved.

A RESOLUTION GOVERNING TOWN COUNCIL TRAVEL AND CONFERENCE ATTENDANCE

WHEREAS the Town of Mineral currently has no policy governing Council member travel and conference attendance.

WHEREAS to coordinate travel and to stay within annual travel and conference attendance appropriated budgets, the Town Council wishes to establish a travel and conference attendance policy.

NOW, THEREFORE, BE IT RESOLVED that it shall be the policy of the Town Council to approve travel and conference attendance by members of the Council at Town expense, prior to the conference, seminar, meetings (except any events related to the Virginia Municipal League) or other event.

BE IT FURTHER RESOLVED that the requesting member of the Council shall submit to the Town Manager a request that includes the purpose and the cost of the travel. The Town Manager shall present the request to the Council at its next regular meeting for approval or disapproval by a majority of the Council members prior to making arrangements or incurring Town expenses.

ORDERED THIS THE 11th DAY OF SEPTEMBER 2023. THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:

- Ron Chapman – Yes
- Michell Covert – Yes
- Bernice Kube – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes
- Blair Nipper – Yes

Motion Passed 6-0-0

Remote Attendance

Councilwoman McGehee asked why council members had to give a reason why they could not be at a meeting in person when they attended a meeting via zoom or by telephone.

Peck said that it was due to the electronic policy 2.2-3708.3. Persons must give their name, reason for not attending and location.

McGehee asked to have a copy of the policy.

Resolution to accept the Whitlock Family Park

The mayor reread the resolution for the acceptance of the Whitlock Family Park. The motion to pass the resolution 2023-009 was made by councilwoman Kube and seconded by Councilwoman McGehee.

Michelle Covert – Yes

Bernice Kube – Yes
Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes
Blair Nipper – Yes

Motion Passed 6-0-0

Closed Session

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in closed session to consider personnel matters involving the interview and appointment of a Town Attorney, interviewing and appointment of a Town Clerk, and the performance and contract of the Town Manager.

Motion to go into closed session was made by Councilman Chapman and seconded by Councilwoman Kube.

Blair Nipper – Yes
Rebecca McGehee – Yes
Olivia McCarthy – Yes
Ron Chapman – Yes
Bernice Kube - Yes
Michelle Covert – Yes.

Motion Passed 6-0-0

A motion to reconvene in open session and certify that only the matter identified in the motion to go into closed meeting was heard, discussed or considered was made by Councilman Chapman and seconded by Councilwoman Kube.

Blair Nipper – I so certify
Rebecca McGehee – I so certify
Olivia McCarthy – I so certify
Ron Chapman – I so certify
Bernice Kube – I so certify
Michelle Covert – I so certify

Motion Passed 6-0-0

Councilman Chapman made the motion to hire Catherine Lea as the town attorney. Councilwoman McCarthy seconded the motion.

Bernice Kube – Yes
Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes
Blair Nipper – Yes
Michelle Covert – Yes

Motion Passed 6-0-0

Adjournment

Councilman Chapman made the motion to adjourn. Councilwoman McCarthy provided a second.

Ron Chapman – Yes
Michell Covert – Yes
Bernice Kube – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes
Blair Nipper – Yes

Motion Passed 6-0-0

Minutes respectfully submitted by Bernice Wilson Kube

Mayor _____

Clerk _____

DRAFT



Town of Mineral Meeting Minutes
December 11, 2023

Members Present
Ed Jarvis – Mayor
Blair Nipper- Vice Mayor
Ron Chapman
Bernice Kube
Olivia McCarthy
Michelle Covert
Rebecca McGehee

Mayor Jarvis called the meeting to order at 6:30 p.m.

Pledge

The Mayor called for the Pledge of Allegiance.

Mayor Jarvis called for members of the public wishing to speak during the public hearing for the budget amendment in order to hire Thomas Jefferson Planning District Commission.

Mr. Edward Kube, 90 Mineral Ave.- The planning commission, which has three new members, is working on a comprehensive plan for the town. The Thomas Jefferson Planning District has been contacted to support the commission and town council. They have prepared an MoU, memorandum of understanding and scope, which will be used in future meetings. The commission has proposed two public hearings, one for the commission and one for the council, and three public workshop sessions. The first session will be the first to gather public input and feedback on the comprehensive plan. The commission passed the recommendation, but there is no funding for it. The commission encourages support and is available for any questions.

Chris Guerre, 80 St. Cecilia Ave.- Tonight, the Town Council will vote on a special hearing for Thomas Jefferson Planning District, which requires a special voting requirement. The constitution of Virginia mandates an affirmative majority vote for any money exceeding \$500. If a few abstain, it acts as a no vote, as four positive votes are required to appropriate more money than \$500. This means that if one vote is no and two abstain, only three votes are left, not enough to pass the bill.

Public Hearing closed at 6:37pm

Agenda

The mayor asked if there were any other items to be added to the agenda. The agenda was amended to include the an Executive session

Motion to approve the agenda as amended was made by Councilman Chapman.
Seconded by Councilwoman Covert.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion Passed 6-0

Public Comment

Chris Guerre, 80 St. Cecilia Ave,- Mr. Guerre spoke about the budget and wanted the council to think about the breakdown of the budget and per capita.

Edward Kube, 90 Mineral Ave.- Mr Kube commended the Town Council, it’s their 12th meeting and their first year on council. He commended the monthly videotaped council meetings and the quick installation of the sign. He also commended the successful acquisition of the park, farmers market, and Whitlock family Park as a gift. He encouraged the council to continue working together and doing a fine job.

Public Comment closed at 6:42pm

09.11.2023 Minutes

Postponed until January meeting. Ron is still working on them due to not having a recording.

11.16.2023 Minutes

Councilman Chapman made a motion to approve minutes as amended. Seconded by Vice Mayor Nipper.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

November 2023 Bills

Councilwoman Kube made a motion to approve the bills as presented.
Seconded by Councilman Chapman.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

Town Attorney Report- Catherine Lea

DMV Report- Shannon Hawkins

Mrs. Hawkins let the council know that she spoke with the head of DMV Selects, he is going to send advertising to the DMV at no cost. She also let the council know that the DMV Mobile unit will be here on February 9th as well as sometime in March. DMV Select can now issue EZPass flex.

Mayor/Manager Reports-

Brown Edwards is working on 2022 audit. The Mayor gave a summary of where we are in terms of the budget. The Mayor is working on an RFP for refuse and recycling due to no longer being in a contract. The Mayor is also working on an RFP for a cleaning crew to clean the Town Municipal Building.

Utility Committee

No Report

Cemetery Committee

No Report

Fire Report

The parts came in for the fire hydrants and the grant check for the fire department came in and was given to the fire department.

Building Committee

Councilwoman Kube brought up concerns about the lighting around the Town Municipal Building.

Beautification Committee

Councilwoman Kube informed the Council that all Christmas decorations are up.

The Mayor also informed the Council that we will soon have Hometown Hero banners to install on polls, similar to Louisa.

Personnel Committee

Will go into Executive session to discuss the Town Manager possession later in the meeting. Personnel committee decided that it's the responsibility of the Town manager to hire a Treasurer. Discussion was also had on the cost of offering health insurance to part time employees.

Mineral Historic Foundation

Bills are paid and up to date. They are waiting for the insurance to come in.

Whitlock Family Park

Councilwoman Kube spoke about talks of what to do with the building and possibilities. She also said that they have designed a sign for the park but they need an RFP to build and install the sign.

IT Update

Fred Vegas gave an update on the IT progress.

PTO

Continued from prior meeting. Proposed allowing 12 months to use previously accrued PTO days.

Motion by Councilman Chapman to make an exception to the policy allowing any overage of PTO under the current system to be extended for 365 days.

Seconded by Councilwoman McCarthy.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

Thomas Jefferson Planning District Commission

Councilman Chapman made a motion to accept the Thomas Jefferson Planning District Commission MOU at face value. Seconded by none.

Motion failed for lack of a second.

Councilwoman Covert made a motion to amend the budget to include the 16,548, 68 new expenditure for the planning commission to hire the TJPDC . Seconded by Councilman Chapman.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – No

Motion passed 5-1

Councilwoman Kube made a motion to accept the TJPDC MOU as presented. Seconded by Councilwoman Covert.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – No

Motion passed 5-1

Millers Market CUP

Vice Mayor Nipper made a motion to schedule a public hearing for Millers Market CUP. Seconded by Councilman Chapman.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

Appropriation of Adopted Budget

Vice Mayor Nipper made a motion to appropriate \$654,890.68 for the last six months of the fiscal year. Seconded by Councilwoman Covert.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – No

Motion passed 5-1

Executive Session

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in Closed Meeting to consider a personal matter involving the review of candidates for the position of town manager and to discuss the treasurer's position.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

9:05pm

Return to open session

Do you confirm that only public business matters lawfully exempted that were identified in the motion by which this closed meeting was convened were heard, discussed or considered in the meeting by the public body?

- Blair Nipper- I so certify
- Bernice Kube – I so certify
- Michelle Covert- I so certify
- Ron Chapman – I so certify
- Olivia McCarthy – I so certify
- Rebecca McGehee – I so certify

9:45pm

Part Time Employee Benefits

Councilman Chapman made a motion that the town of Mineral offer benefits to any employee working a total of 30 hours or more per week on a consistent basis. Seconded by Vice Mayor Nipper.

- Blair Nipper- Yes
- Bernice Kube – Yes
- Michelle Covert- Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion passed 6-0

Adjournment

Councilman Chapman made the motion to adjourn, and Councilwoman Covert seconded.

Meeting was adjourned at 10:02pm

Mayor _____

Clerk _____



MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF MINERAL AND THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION FOR THE PREPARATION OF A 2024 COMPREHENSIVE PLAN

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into between the Town of Mineral, a political subdivision of the Commonwealth of Virginia, (hereinafter "Town") and the Thomas Jefferson Planning District Commission, also a political subdivision of the Commonwealth of Virginia, (hereinafter "TJPDC"), for the purpose hereafter mentioned.

WHEREAS, the Town has expressed interest in updating its existing 2018 Comprehensive Plan in accordance with Code of Virginia § 15.2-2223; and

WHEREAS, the Town does not have the staffing resources to complete the plan in the time allowed; and

WHEREAS, the TJPDC, as the regional planning body for Planning District 10, has the staff expertise and available staffing to support the town in the development of a new plan; and

WHEREAS, the Town of Mineral Council has authorized town staff to enter into an agreement with the TJPDC to facilitate and prepare an updated 2024 Comprehensive Plan in coordination with the Planning Commission and Town Council; and

WHEREAS, the TJPDC is authorized by the Regional Cooperation Act (Virginia Code § 15.2-4205, et seq.), to make and enter into all contracts or agreements, as it may determine, which are necessary or incidental to the performance of its duties; and

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. SCOPE OF MOA

The Town and the TJPDC hereby set forth their understanding as to their respective responsibilities for the development of the 2024 Comprehensive Plan. A detailed Scope of Work is included as an attachment to this MOA.

As part of this scope, the Town of Mineral agrees to pay the TJPDC for personnel services and direct expenses committed in Fiscal Year 2024 in an amount not to exceed \$16,548.68 for the facilitation and completion of a 2024 Comprehensive Plan.

Should the TJPDC's costs of preparing the plan be expected to exceed \$16,548.68 or should the town request additional items not included in the Scope of Work (attached), the TJPDC will work with the Town to revise this agreement.

The MOA shall take effect upon signature by the last party signing the same and shall continue in full force and effect through June 30, 2024.

II. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide a mechanism whereby the TJPDC may assist the Town of Mineral’s Planning Commission and Town Council in the development and adoption of an updated 2024 Comprehensive Plan in exchange for an established not to exceed fee for direct and indirect overhead costs.

III. RESPONSIBILITIES OF THE PARTIES

To the best of their knowledge, the Parties represent that the execution and performance of this MOA does not contravene any law, governmental rule or regulation, or any provision of any other MOA or Agreements to which the Town and the PDC are a party. The Parties agree to the responsibilities set forth below.

Responsibilities of the TJPDC

1. Ensure full understanding of the Commonwealth of Virginia’s Comprehensive Plan requirements.
2. Facilitate and draft a 2024 Town of Mineral Comprehensive Plan, inclusive of the full Scope of Work (as attached).
3. Facilitate three (3) work sessions with the Planning Commission.
4. Schedule and conduct two public hearings on the draft plan, one with each the Planning Commission and the Town Council.
5. Manage and document all personnel and direct costs, with supporting documentation, and submit monthly reimbursement requests to Town staff for review and payment.

Responsibilities of the Town

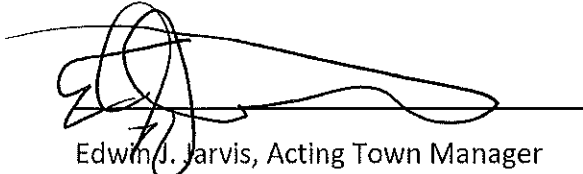
1. Appropriate and contribute an amount not to exceed \$16,548.68 for the TJPDC to facilitate and draft a 2024 Town of Mineral Comprehensive Plan.
2. Provide representatives, assistance, and guidance to TJPDC staff.
3. Review and comment on draft reports, when completed.
4. Provide the TJPDC with any information upon request.
5. Confirm agreement with the developed project scope and cost estimates.

IV. PAYMENTS

The TJPDC shall invoice the Town monthly for services provided and for direct and indirect expenses incurred during the previous month. Upon receipt and review of an invoice packet, the Town agrees to pay invoices within thirty 30 days.

PARTIES:

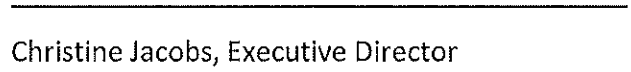
Town of Mineral, Virginia
By Its Authorized Agent:



Edwin J. Jarvis, Acting Town Manager
Mayor, Town of Mineral

12/11/2023
Date

Thomas Jefferson Planning District Commission
By Its Authorized Agent:



Christine Jacobs, Executive Director

Date



MINERAL COUNCIL MEETING MINUTES

January 16, 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

All are present and Town Attorney, Catherine Lea, attended virtually due to weather and road conditions.

PRESENT

Ronald Chapman

Michelle Covert

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Blair Nipper

C. PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

Agenda was amended to move item G to D and Item D to G.

Agenda was also amended to add an item 3 to old business; update on Mineral Historic Foundation.

Motion made by Nipper, Seconded by Chapman.

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

E. PUBLIC COMMENT ON CUP REQUEST BY AJ SINGH AND MILLERS MARKET

Mayor Jarvis opened the public comment at 6:34pm

Mr. Singh, Millers Market- Thanked everyone for being here. He mentioned the charity work that they do and all of the improvements they have made on the property. Mr. Singh discussed his project for gas pumps at Miller's Market and presented testimonials and 563 signatures in support of his plan. He also said that he has agreed to all of the conditions put in front of him. He wants to gas pumps to help to town grow.

Thomas Runnett, 216 Albemarle Ave.- Mr. Runnett emphasized the importance of being pro business and looking out for citizens in the town of Mineral. He also mentioned the possibility of an influx of people when Amazon builds and the need for better preparedness by having new gas stations. He also said that the tax revenue would benefit the town. He mention the lack of well-lit places for gas stations and the need for better lit one and that there would be more room for trucks and trailers to get gas at Millers.

Councilwoman McGehee, 714 St. Frances Ave.- Spoke as a citizen on behalf of her son and husband who couldn't be there. They support Millers Market installing gas pumps for business growth, as long as they follow regulations. She mentioned that Miller's market is a valuable resource, and the family is an asset to the town. She thanked AJ for his contributions to the town.

Shannon Hawkins, 2868 Owens Creek Rd- spoke as a prior small convenience store owner, she believes having an extra gas station nearby would be beneficial for Millers Market business and the town. She believes gas pumps are essential for long-term operation.

Mr. James Snyder, 501 West Seventh Street - Mr. Snyder said that the town utilizes Millers Market parking lot to line up parades and that Millers Market pays taxes on land that the town likes to use. He mentioned that the conditional use permit allows the town to

negotiate things like lighting things, like anything that somebody might find objectionable. He said but there's nothing objectionable about a business growing and paying more taxes.

Chris Guerre, 80 St Cecilia Ave.- supports Mr. Singh's business growth and tax revenue for the town, but criticized the town for not following state laws. He believes the town should have placed notices of the public hearing in the newspaper two weeks before the meeting, which has not been done except for the one advertising to January 8th meeting. In addition, Mr. Guerre said that the town's organizational planning meeting was convened contrary to state law, as it is required to be held in July unless otherwise stated. He said the town has signs indicating that its meetings should take place on the second Monday of the month, but the state law only allows for cancellations for weather or lack of quorum. Mr. Guerre said the town should have met on the 8th, but instead, they met today the 16th. He said AJ Singh would have 30 days to appeal the decision to the circuit court, and he thinks there are half a dozen state laws violated. He feels as though the town is stuck between a rock and a hard place, as he believes the town is not following the laws and giving citizens the rights of notice. A year ago, Mr. Guerre said he won a case against the town for not providing proper notices for a zoning matter, and the judge wrote a court order mandating meeting notice requirements. He believes this could be considered contempt of court, due to lack of providing the public and citizens with proper notice. He also mentioned that the conditions Mr. Singh agreed to are too vague.

6:57pm Mayor Jarvis closed the Public Hearing

Discussion was had on whether or not to continue the meeting.

Councilwoman McGehee made a motion to continue the meeting tonight. Motion Failed for lack of a second.

Councilwoman Kube made a motion to continue the meeting at the regularly scheduled February 12th meeting. Seconded by Councilman Chapman.

Motion made by Kube, Seconded by Chapman.

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

Voting Nay: McGehee

F. ADJOURN

Motion made by Councilman Chapman to adjourn the meeting Seconded by Vice mayor Nipper.

Motion made by Chapman, Seconded by Nipper.

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

Voting Abstaining: McGehee

G. PUBLIC HEARING FOR AJ SINGH AND MILLERS MARKET CUP REQUEST

1. CUP CONDITIONS

H. ELECTION OF VICE MAYOR AND COMMITTEE APPOINTMENTS

1. RESOLUTION 2024-001 TC Meeting Schedule

I. PUBLIC COMMENT

J. APPROVAL OF MINUTES

1. Town Council Meeting Minutes 09.11.2023
2. Town Council Meeting Minutes 12.11.2023

K. ACCOUNTS PAID

1. December 2023 Bills

L. REPORTS

1. DMV REPORT

M. OLD BUSINESS

1. Employee Bonuses and Bi-Monthly Pay
2. 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.

N. NEW BUSINESS

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

O. EXECUTIVE SESSION (AS NEEDED)

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

1. In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Meeting to consider a personnel matter involving the Town Manager and Town Treasurer.

P. BACK IN SESSION

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.

DECEMBER 2023 Accounts Paid			
Vendor	Account	Description	Amount
Anthem	Employee Insurance - Health		\$ 1,165.00
Amanda Nguyen	Training & Conferences	VAZO Training - 3 days - Food & Gas reimbursement	\$ 264.09
Bernice Kube	Beautification	Flower food	\$ 53.48
Besley Implements	Cemetery	Key Switch and labor for lawn mower	\$62.32
BMS Direct	Office Supplies	PP & RE Taxes	\$1,740.35
Comcast Business	Internet		\$2,296.46
Control Equipment Co.	Repair/Maintenance W & S	Chemical feed pump for Well #4	\$ 1,966.95
Dominion Virginia Power	Electricity	Electric	\$ 1,649.33
Duke Oil	Gas & Oil		\$ 68.21
Duke Oil	Cemetery		\$ 11.44
Catherine Lea	Legal Fees	December Fees	\$ 1,250.00
Intregalrx	Office Supplies	Water Bills	\$ 703.75
Lakeway Publishers	Advertising	Dec. 11 meeting	\$ 151.55
Louisa Auto Parts Inc.	Repair/Maintenance General	Fuel Injector, Fuel Injector Throttle & Map Sensor for 1995 Chevy Dump Truck	\$ 452.16
Louisa County	Election Expense	Election	\$ 1,084.50
Louisa County Landfill	Landfill		\$ 1,427.80
Louisa County Water Authority	County Water	water - 703200 gallons	\$ 5,458.51
Louisa County Water Authority	County Waste Water	sewer - 600900 gallons	\$ 6,862.27
Main Street Supply	Cemetery	Yellow marking paint for Plats	\$ 13.25
Main Street Supply	Repair/Maintenance General	Replace bulbs at DMV office	\$ 85.25
Mineral Volunteer Fire Dept.	Fire Program Expense		\$ 15,000.00
Rappahannock Electric Coop	Electric Water/Sewer	Electric Water & Sewer	\$ 533.61
Ricoh	Office Supplies		\$ 1,227.66
Studio490	Web Page Maintenance		\$ 212.50
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		\$ 361.06
VRSA	Insurance	Quarterly Payment	\$ 3,563.00
*Federal Tax Deposit	Payroll Taxes		\$ 11,540.72
*Virginia Dept Taxation	Payroll Taxes		\$ 2,382.57
VUPS - Virginia Utility Prot. Service	Misc	VA 811	\$ 12.10
Blue Ridge Bank - Mastercard			
Google	Internet		\$ 249.60
Costco	Misc	Flowers for Mr. Courtney	\$ 49.48
Jomoco Co.	Office Supplies	Name plates for Planning Commission & Lawyer	\$ 103.00
I Love PDF	Office Supplies	online tool to merge pdf files	\$ 7.00
Microsoft Office	Office Supplies		\$ 25.00
Amazon	Office Supplies	Sm. Wastebasket, paper clips, lysol wipes, employee only stickers, stapler, desktop tape dispenser, staple remover, under desk drawer	\$ 183.15
OOMA, Inc	Telephone		\$ 294.75
Subway	Misc	Monthly lunch from mayor, reimbursed in cash from mayor	\$ 190.42
United States Post Office	Postage		\$ 153.00
Vazo	Training & Conferences	Zoning Conference	\$ 404.00
Va Municipal Clerk Assoc	Dues, Permits, Licenses	Clerk membership fee	\$ 25.00
VCU Web Center	Training & Conferences	Certified Planning Commission Program for Amanda & Ed Kube	\$ 1,300.00
			\$ 73,341.90
Prepared by PGF			

JANUARY 2024 Accounts Paid

<i>Vendor</i>	<i>Account</i>	<i>Description</i>	<i>Amount</i>
Anthem	Employee Insurance - Health		\$ 2,691.00
A.P. Security	Repair/Maintenance General	Repair on back door sensor	\$ 210.00
Catherine Lea	Legal Fees	January Fees	\$ 1,250.00
Catherine Nipper	Mileage Reimbursment	Elected Official Conference mileage Reimbursment & Parking	\$ 86.29
Cedar Moubntain Stone	Repair/Maintenance W & S	3 Id's stone for St. Celica job	\$1,137.15
Comcast Business	Internet		\$3,122.93
Dominion Virginia Power	Electricity	Electric	\$ 1,884.24
Duke Oil	Gas & Oil		\$ 57.43
Duke Oil	Cemetery		\$ 30.58
Fortiline Waterworks	Repair/Maintenance W & S	Richmond Av repair, St Celica manhole, town restock, mineral ave repair	\$ 2,578.00
Gibsons Auto Service	Repair/Maintenance General	Inspection on Dump truck	\$ 20.00
Harper Electric	Beautification	Hanging of Snowflakes	\$ 250.00
Integralrx	Office Supplies	Water Bills freight fee	\$ 42.09
Lakeway Publishers	Advertising	January 8th meeting	\$ 151.55
Louisa Auto Parts Inc.	Repair/Maintenance W & S	Pump to pump water out of meter boxes	\$ 286.98
Louisa County Landfill	Landfill		\$ 972.36
Louisa County Water Authority	County Water	water - 432600 gallons	\$ 3,372.19
Louisa County Water Authority	County Waste Water	sewer - 973500 gallons	\$ 11,113.64
Main Street Supply	Repair/Maintenance W & S	All supplies for Ballfield job & Padlocks for meters	\$ 2,420.02
Main Street Supply	Repair/Maintenance General	Cable ties to put xmas wreaths up at office. Aluminum #'s for 911 addresses. No parking sign, screws and bulbs. Clamps for street sign repair	\$ 87.75
Martin Warren	Repair/Maintenance W & S	DEQ 2023 Water Report	\$ 650.00
Quarles Fuels	Gas & Oil	LP Gas at office	\$ 600.25
Rappahannock Electric Coop	Electric Water/Sewer	Electric Water & Sewer	\$ 618.57
Ricoh	Office Supplies		\$ 1,045.30
Southern Software	Accounting	Renewal Fee for software	\$ 26,273.00
Studio490	Web Page Maintenance		\$ 72.50
The Solv Group	Office Supplies	W2 Forms	\$ 99.01
Updike	Trash		\$ 2,692.06
USDA	Service Loan		\$ 1,466.00
USDA	Water Loan		\$ 4,509.00
Utility Service	Repair/Maintenance W & S	Elevated TOM Tank Annually	\$ 8,138.02
Verizon Wireless	Cell Phone & Tablet		\$ 90.55
Verizon	Telephone		\$ 361.06
*Federal Tax Deposit	Payroll Taxes		\$ 7,265.53
*Virginia Dept Taxation	Payroll Taxes		\$ 1,116.89
VUPS - Virginia Utility Prot. Service	Misc	VA 811	\$ 16.50
Blue Ridge Bank - Mastercard			
Google	Internet		\$ 249.60
Asian Café & Subway	Misc	Lunch for employees	\$ 91.47
I Love PDF	Office Supplies	online tool to merge pdf files	\$ 7.00
Claybrooke Farm	Beautification	Christmas Tree	\$ 129.00
Dollar General	Office Supplies	3" & 1 1/2" Binders	\$ 55.28
Family Dollar	Office Supplies	Tote for W2 materials	\$ 12.64
Lake Anna Nursery	Misc	Flowers for McKenzie's baby	\$ 89.10
Microsoft Office	Office Supplies		\$ 25.00
Amazon	Office Supplies	Sharpies, Forks, Stamp Pad, Packing tape, Lysol, paper towels, TP, Tissues, Sticky notes, paper plates, pens, coffee, creamer, highlighters	\$ 405.17
OOMA, Inc	Telephone		\$ 294.75
USPS	Postage		\$ 102.00
Omni - Charelottesville, VA	Training & Conferences	VAZO Conference	\$ 301.38
Studio490	Web Page Maintenance		\$ 212.50
Va Municipal League	Training & Conferences	Elected Official Conference	\$ 280.00
Commonwealth of Virginia	Water Testing	Water Testing Kits	\$ 60.75
			\$ 89,094.08
Prepared by PGF			



TOWN OF MINERAL

TOWN COUNCIL MEETING DECEMBER 2023 MONTHLY REPORT / PROJECT UPDATE AGENDA ITEM: DMV Select 361

DATE: 12/2023

PREPARED BY: [Shannon Hawkins](#)

REVENUE FOR DECEMBER 37,986.26 a 14.5% INCREASE FROM NOVEMBER.

On Thursday January 11th from 9 am to 12 pm the Mineral DMV will be hosting our regional meeting.

1. ANNUAL DMV SELECT MEETING: We will need to be able to use the town council chambers as well as the zoom. I would like to open late at 1 pm on January 11TH. We will have area offices coming in for this meeting. It was an honor to host this year's Annual DMV SELECT MEETING. I would like the grounds and building to be in top shape.

2. The CONNECT TEAM will be at our office on February 9th you can make appointments on JANUARY 26TH FOR THIS. I will be announcing this on all forums.

3. DMV CONNECT will return March 11th 2024. Appointments will be available two weeks in advance. I will inform all platforms.

4. DMV SELECT is still not operating on full capacity with our new computers and printers. Still have some kinks to work out with Fred Vegas.

5. The DMV Select would like to thank the council and the Mayor for making 2023 a great year! We all can see and feel improvements made by the Mayor and Council. Thanks for listening and improving operations of our DMV Select.

- Just to name a few improvements over this past year:
- New computers, printers and office furniture.
- NEW DMV Select processing office complete with credit card machine and new office furniture.
- Credit card machines at all DMV Computers.
- New bulletin board in break room.
- And the biggest asset is having the council and Mayor listen to our needs and concerns and taking action. Thank you, the improvements and transparency will help us to thrive and grow.

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 personal gain or privilege.

Section I, Item 1.

December Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>own Percentage</i>
12/01/2023	\$24,152.77	\$1,190.66
12/04/2023	\$42,009.12	\$2,070.93
12/05/2023	\$39,500.32	\$1,947.25
12/06/2023	\$56,542.98	\$2,787.41
12/07/2023	\$69,547.37	\$3,428.49
12/08/2023	\$46,124.42	\$2,273.80
12/11/2023	\$19,420.33	\$957.37
12/12/2023	\$31,458.11	\$1,550.80
12/13/2023	\$49,502.11	\$2,440.31
12/14/2023	\$6,712.99	\$330.93
12/15/2023	\$33,693.11	\$1,660.98
12/18/2023	\$61,033.03	\$3,008.76
12/19/2023	\$31,685.67	\$1,562.01
12/20/2023	\$8,484.76	\$418.27
12/21/2023	\$17,470.41	\$861.24
12/22/2023	\$66,229.46	\$3,264.93
12/27/2023	\$23,869.14	\$1,176.68
12/28/2023	\$68,567.94	\$3,380.21
12/29/2023	\$74,552.54	\$3,675.23
Total	\$770,556.58	\$37,986.26



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

Section I, Item 1.

AGENDA ITEM: DMV Select 361

DATE: 01/02/2024

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.

All Computers, scanners and equipment for DMV Select are running smoothly.

McKenzie Brooks will be making her return from maternity leave at the beginning of February.

The DMV Connect will be visiting our office February 9th and Mar 22, 2024 . It is vital that we get a good turn out for the Connect so that they will continue to visit our facility. Everyone please work together to promote the Connect Visit!! Appointments launch 2 weeks ahead of the Connects visits.

We continue to work along Title vendors as well as actively recruiting new title vendors and titling companies.

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.

January Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
1/2/2024	\$14,650.10	\$722.21
1/3/2024	\$17,759.24	\$875.48
1/4/2024	\$25,100.97	\$1,237.41
1/5/2024	\$55,924.18	\$2,756.90
1/8/2024	\$79,456.63	\$3,916.99
1/9/2024	\$22,947.14	\$1,131.23
1/10/2024	\$53,379.83	\$2,631.47
1/11/2024	\$9,795.04	\$482.87
1/12/2024	\$77,676.60	\$3,829.24
1/16/2024	\$40,056.82	\$1,974.69
1/17/2024	\$19,109.35	\$942.04
1/18/2024	\$167,218.36	\$8,243.39
1/19/2024	\$4,231.99	\$208.63
1/22/2024	\$42,944.18	\$2,117.03
1/23/2024	\$25,279.66	\$1,246.22
1/24/2024	\$66,089.51	\$3,258.03
1/25/2024	\$12,795.15	\$630.76
1/26/2024	\$84,002.11	\$4,141.07
1/29/2024	\$48,999.61	\$2,415.54
1/30/2024	\$61,721.84	\$3,042.71
1/31/2024	\$48,456.47	\$2,388.77
Total	\$977,594.78	\$48,192.66

ORDINANCE NO. 2021-01

ORDINANCE NO. 2021-01 AMENDS THE MINERAL TOWN CODE, PART I, "ADMINISTRATIVE LEGISLATION," CHAPTER 70, "OFFICERS AND EMPLOYEES," TO ADD SECTION 70-8, "EMPLOYEE BONUSES" TO ALLOW FOR EMPLOYEE BONUSES. ORDINANCE NO. 2021-01 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA CODE SECTION 15.2-1508.

BE IT ORDAINED BY THE MINERAL TOWN COUNCIL THAT the Mineral Town Code, Part I, "Administrative Legislation," Chapter 70, "Officers and Employees," be amended by adding section 70-8, "Employee Bonuses" to read in its entirety as follows:

"Section 2-204. Employee Bonuses.

Employees of the Town of Mineral may receive such bonuses as included in the annual budget, or as otherwise specifically designated by the Town Council at a properly advertised meeting and approved by a formal vote by a majority of the Town Council."

This Ordinance shall take effect upon adoption.

Adopted by the Town Council of Mineral this 8th day of March 2021 by unanimous, roll call vote. Voting Yes: Michael Warlick, Ed Jarvis, Edward Kube, Roy Mcgehee, Thomas Runnett and William Thomas.

Certified to be a true copy of Ordinance 2021-01 which was approved by unanimous vote On March 8th, 2021 at which a quorum of council was present.

ATTEST:

Vacant
Clerk of the Council

Pamela Harlowe
Hon, Pam Harlowe, Mayor

Resolution 2024-00_

**A RESOLUTION FOR THE APPOINTMENT
OF A ZONING ADMINISTRATOR**

WHEREAS the Town of Mineral currently has no Zoning Administrator.

WHEREAS the Code of Virginia permits, and the Town of Mineral Code requires the Town Council to appoint a Zoning Administrator.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mineral on this the 12th day of February 2024, does hereby appoint Nichole Washington as the Zoning Administrator for the Town of Mineral.

ORDERED THIS THE 12th DAY OF FEBRUARY, 2024.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:

- | | |
|-----------|------------|
| Chapman - | McCarthy - |
| Covert - | McGehee - |
| Kube - | Nipper - |

Edwin J. Jarvis, Mayor

ATTEST:

Amanda Nguyen
Town Clerk

AGREEMENT BETWEEN NICHOLE WASHINGTON AND THE TOWN OF MINERAL

In light of the fact that the Town of Mineral has no Zoning Administrator and Ms. Nichole Washington has unique expertise in advising on and dealing with matters relating to zoning, land use and community development, the Town and Ms. Washington agree to the following:

1. Ms. Washington agrees, for the next twelve months, to make herself available for a maximum of fifteen hours a week, or as authorized in writing by the Town Manager, to serve as Zoning Administrator for the Town of Mineral, pending her appointment as same by the Town Council of the Town of Mineral, pursuant to Town of Mineral Town Code Sec. 425-68.
2. In each case in which such consultation is required, Ms. Washington will, before accepting the assignment, ascertain whether there are any conflicts of interest or appearances of impropriety between the Town's assignment and any other employment and obligations, and will decline if there are any such conflicts or any appearances of such.
3. Compensation will be paid monthly to Ms. Washington by the Town, as an independent consultant without benefits or withholding, upon receipt by the Town of an invoice for hours worked (calculated to the quarter hour) with a statement indicating the matters worked on.
4. No travel expenses will be paid, but upon presentation of receipts and the advance approval of those expenditures by the Town Manager, reimbursement for out of pocket delivery or postal services or other necessary expenses not exceeding \$100 per month in the aggregate will be paid.
5. The hourly compensation rate shall be \$35.00 per hour.
6. This agreement may be terminated by either party upon one week's notice.
7. This agreement may be extended or amended by a writing jointly signed and agreed to by both parties.

For Nichole Washington:

For the Town:

Nichole Washington

Edwin J. Jarvis, Mayor



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AQUA-AIR
LABORATORIES, INC.

1 Biological, Chemical, and Physical Analysis of Water Section K, Item 4. 5;
2 Biological and Chemical Treatability Studies; Flow measurements
3 627 Dice Street : Charlottesville, Va. 22903-0841
4 Phone (434)295-1716 | Virginia Laboratory ID # 00015

TOWN OF MINERAL
WHMH201@HOTMAIL.COM
P. O. BOX 316
MINERAL, VA. 23117

01/25/2024

BACTERIOLOGICAL ANALYSIS REPORT
TOTAL COLIFORM IN DRINKING WATER

JOB NUMBER: B17826
SAMPLE NUMBER: B17826
DATE RECEIVED: 01/24/2024
DATE REPORTED: 01/25/2024

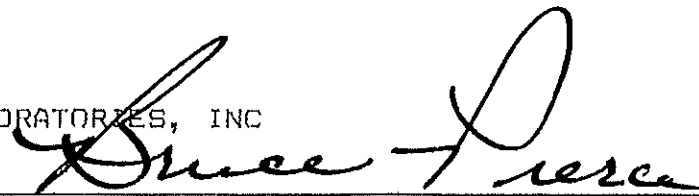
IDENTIFICATION:
402 MINERAL AVE, 1/23/24

SAMPLE MEETS STATE STANDARD FOR COLIFORM BACTERIA
IN DRINKING WATER. TOTAL COLIFORMS WERE NOT DETECTED.
E. COLI BACTERIA WERE NOT DETECTED.

RUN BY THE SM 9223 COLILILERT-18 PROCEDURE.

AQUA-AIR LABORATORIES, INC

REPORTED BY



RESOLUTION No. 2024-__

A RESOLUTION TO ESTABLISH THE 2024 TOWN COUNCIL REGULAR MEETING SCHEDULE

WHEREAS the Town Charter (§ 3.9. Meetings of Council), states that the Town Council shall fix the time of their stated meetings; and

WHEREAS the meetings of the Town Council of the Town of Mineral take place at Town Hall located at 213 Mineral Avenue, Mineral Virginia 23117,

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Mineral hereby approves the following regular meeting schedule for of the Town Council of the Town of Mineral at 6:30 p.m., on the following dates in 2024:

- January 16, 2024
- February 12, 2024
- March 11, 2024
- April 8, 2024
- May 13, 2024
- June 10, 2024
- July 8, 2024
- August 12, 2024
- September 9, 2024
- October 14, 2024
- November 12, 2024
- December 9, 2024

ORDERED THIS THE 16th DAY OF JANUARY 2024.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:

Chapman - ___ McCarthy - ___
 Covert - ___ McGehee - ___
 Kube - ___ Nipper - ___

Certified to be a true copy of Resolution 2024-__ which was approved by ___ - ___ vote on January 16, 2024, at which a quorum of Council was present.

Edwin J. Jarvis, Mayor

ATTEST:

Amanda Nguyen, Town Clerk

CLOSED MEETING MOTIONS

PERSONNEL - In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, I move that Town Council convene in Closed Meeting to consider a personnel matter involving the
(Choose from list below):

- 1. appointment of individuals to Boards and Commissions (Name Board or Commission)
- 2. interview of a prospective candidate for employment
(or the)
- 3. Employment 6. Promotion 9. Salary
- 4. Assignment 7. Performance 10. Discipline
- 5. Appointment 8. Demotion 11. Resignation

of a specific public officer/appointee/employee (At times it may be appropriate to name the position discussed _____)

PUBLIC PROPERTY - In accordance with Section 2.2-3711(A)(3) of the Code of Virginia, I move that Town Council convene in Closed Meeting regarding real property proposed or used for a public purpose, specifically pertaining to (choose one of the following):

- 1. the acquisition of real property for a public purpose _____
- 2. the disposition of (name publicly held real property involved) _____

where discussion in open meeting would adversely affect the Town's bargaining position or negotiating strategy.

PROTECTION OF PRIVACY OF INDIVIDUALS - In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that Town Council convene in Closed Meeting to discuss a personal matter not related to public business in order to protect the privacy of the individuals.

PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY - In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that Town Council convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the Town.

INVESTING OF PUBLIC FUNDS - In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that Town Council convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved because initial disclosure at this time would adversely affect the Town's financial interest.

LEGAL MATTERS - In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that Town Council convene in Closed Meeting to (choose one of the following):

- 1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the Town is involved, namely _____
- 2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation related to _____ in which the Town may become involved.

CONSULT WITH LEGAL COUNSEL – In accordance with Section 2.2-3711(A)(8) I move that Town Council convene in Closed Meeting to consult with legal counsel on a specific legal matter regarding _____, requiring the provision of legal advice by counsel.

OTHER – In accordance with Section 2.2-3711(A)(____) I move that Town Council convene in Closed Meeting to discuss _____

MOTION: _____, 2024
_____ Session

SECOND:

RE: CERTIFICATION OF CLOSED MEETING

ACTION: APPROVED: Ayes: __; Nays: __

The Town Council of the Town of Mineral has this day adjourned into Closed Meeting in accordance with a formal vote of the Council, and in accordance with the provisions of the Virginia Freedom of Information Act; and

The Freedom of Information Act requires the Council to reconvene in open session and to certify that such Closed Meeting was conducted in conformity with the law;

Therefore, the Town Council resolves that:

- only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discuss in the Closed Meeting to which this certification applies:
- only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Council.

-Adjourned into Closed Meeting at _____ p.m.
-Adjourned out from Closed Meeting at _____ p.m.

Votes:

Edwin Jarvis	___Aye	___Nay	___Absent	___Abstain
Ron Chapman	___Aye	___Nay	___Absent	___Abstain
Michelle Covert	___Aye	___Nay	___Absent	___Abstain
Bernice Kube	___Aye	___Nay	___Absent	___Abstain
Olivia McCarthy	___Aye	___Nay	___Absent	___Abstain
Rebecca McGehee	___Aye	___Nay	___Absent	___Abstain

Clerk's Certificate

I certify that I am Clerk of Council of the Town of Mineral and that the foregoing is a true copy of the Certification of Closed Meeting, adopted at a meeting of the Town Council held _____, 2024 at which a quorum was present and voted.