



MINERAL COUNCIL MEETING MINUTES

AUGUST 12, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present

Mayor Edwin Jarvis

Bernice Kube

Dave Hempstead

Bob Spedden

Others Present

Town Manager, Nicole Washington

Town Treasurer, Kelly Singletary

Town Attorney, Catherine Lea

Absent

Vice Mayor Ronald Chapman

Michelle Covert

Olivia McCarthy - arrived late

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Motioned by Kube and seconded by Hempstead.

Bernice Kube - yes

Dave Hempstead - yes

Bob Spedden - yes

Motion passed 3-0-0

PUBLIC COMMENT

Tracy Hempstead, states that the Town needs an Ordinance for the three minute public comment rule. The Town Attorney clarified that the Town is under Robert's Rules and the policy is published. The Town Attorney is unaware of any state code that the Town needs an ordinance regarding this policy. Mrs. Hempstead has concerns regarding the Town Attorney and her ability to handle the housing development. She voices concerns regarding the alley that runs through the property and why it states the alley has been vacated because she cannot find the documentation proving the legitimacy of this. Mayor Jarvis called order and advised that Mrs. Hempstead provide a handout to the Council.

Rebecca McGhee, discussed how the Little League state tournament was a great chance for Council members to talk with other citizens of Virginia and represent the Town. She provided a copy of the Walton Park water bill.

Blair Nipper, would like to know when the water next to her street would be repaired.

Tony Henshaw, would like the Town to look into the property next door to his, as they have littered the yard.

Becky Vigon, invited the Town to the Farmer's Market on Saturday's from 8 a.m. to noon. She thanked the Town for their support. Mayor Jarvis thanked her for running the Farmer's Market.

Mr. McLeod emailed about his PSI.

Public comment section is closed.

APPROVAL OF MINUTES

April 9, 2024 minutes approved with modification.

Motivated by Kube and seconded by Spedden.

Bernice Kube - yes

Dave Hempstead - yes

Bob Spedden - yes

Motion passed 3-0-0

REPORTS

Treasurer's Report, Kelly Singletary thanked the Town for allowing her to work in this position and provided her background. The Town Manager has been active in working with firms for reconciliations for FY 21-22 and FY 22-23. The Town is still waiting on those audits. The Treasurer will provide those audits to Council once available. The Town is getting a new financial software system which went live July 30th. Once the general ledger is steady, the Treasurer will provide those reports with Council. Water billing will look different with this new software. Soon, the Treasurer is expecting to be able to provide electronic bills. She is excited to announce that the Town will be able to provide direct deposit for its employees. There is a modular for the cemetery in the new software. She mentions how citizens compliment how beautiful the cemetery is. The Treasurer states that the Town will be able to handle tax billing in house now. The Treasurer will still be working with the Commissioner for assessment records. The Treasurer has reached out to the Town's bank and has made a change that allows for greater fraud detection. She is actively training on fraud detection. She is also developing standards of practice for the Treasurer's position.

Town Manager Report, spoke on audits and reconciliation. The accountant firm is conducting an audit for FY 22. The firm that is handling the reconciliation of FY 23 is waiting on the accountant firm to approve the audit of FY 22 before it can proceed. She wants to ensure that we have a contract to ensure that the firm will conduct an audit for FY 23 and FY 24.

Regarding tax billing, the Town will do this in phases. Mineral will provide a "fake bill" so when citizens come in to pay, the next bill will show what was previously paid and what is still owed. Real estate and personal property taxes are due on February 15, 2025, which is a Saturday. She asks the Council and the Treasurer not to assess penalties if taxes are paid on that Monday.

The Planning Commission has two volunteers who are interested in being on the Commission. Council discussed appointing the volunteers tonight.

Motion by Kube and seconded by Hempstead to appoint Nikki Dye and Teresa Newton.

Motion by Kube and seconded by Hempstead to amend the ordinance to allow seven people on the commission.

Ron Chapman will no longer be the liaison between the Town Council and the Planning Commission. Mayor Jarvis asked Council member Hempstead to take over that role and Hempstead accepted. The Planning Commission chairman, Ed Kube, asked for additional amendments to the ordinance including: changing staggered terms to match the terms as Council, a member of Town Council act as a liaison, not a voting member of the Commission, between the groups, and a vice chairman be included in the language.

Motioned by Hempstead and seconded by Kube.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

The Town will be using the website and social media as a form of communication with citizens.
The Facebook page needs protocol for what can be posted.

Town Clerk has been hired and will start August 19.

Motion to appoint Stephanie Dorman as Town of Mineral Clerk by Kube and seconded by Humpstead.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

Town manager has spoken with the developer on Mineral Avenue, which will need to be discussed in closed session.

Attorney's Report - provided in packet to Council

Committee Report -

Beautification, Council would like the Town Manager to contact property owners regarding property clean up and safety concerns. The Council authorizes the Town Manager to write Notices of Violations.

Motioned by Kube and seconded by Spedden.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

Walton park provided tapes of what it was like growing up on Mineral that the chairman would like to have on the website.

The Travel DMV will be in Mineral in September if citizens need a real ID.

The Town Manager has met with VDOT regarding sidewalks and light poles.

DMV Report - Provided to Council.

OLD BUSINESS

Hometown hero flags, like those in Louisa, would like to expand into Mineral. Council is unsure if it has the budget to stagger poles.

Garage door quotes. Council member Kube would like to have barn doors. The door was quoted at \$4,400 and the roof was quoted at \$54,000. Town to obtain quotes for the barn door. This item will be continued to the next meeting.

Mayor Jarvis would like to set up a work session with the Planning Commission to discuss the ordinances. There are signed paper ordinances that are not currently online. The Town Manager discussed updating the online version as Council approves new amended codes. The work session will be on Aug 15, 2024 . A public hearing will be held on Aug 29, 2024 at 6:30.

Motioned by Kobe and seconded by McCarthy.

Bernice Kube - yes

Dave Hempstead - yes

Bob Spedden - yes

Olivia McCarthy - yes

Motion passed 4-0-0

NEW BUSINESS

Due to illness, Council member Covert has asked to postpone several agenda items including:

Mineral Farmers Market
Economic Development Main Street
Annual Festival in the Park Theme
Planning Ribbon Cutting Invitations

EXECUTIVE SESSION

Council went into closed session in accordance with §2.2-3711(A)(3) and §2.2-3711(A)(8) to discuss acquisition of real estate property and consultation with legal counsel.

Motioned by Kube and seconded by McCarthy.

BACK IN SESSION

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

Motion by McCarthy that Council has not waive attorney client privilege and seconded by Spedden.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes
Olivia McCarthy - yes

Motion passed 4-0-0

Motion to continue meeting to be continued to August 15, 2024 at 6:30 pm for the purposes of having a workshop to review ordinances made by Kube and seconded by McCarthy.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes
Olivia McCarthy - yes

Motion passed 4-0-0

ADJOURNED