



## MINERAL COUNCIL MEETING MINUTES

February 12, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Meeting was called to order at 6:30pm

### B. ROLL CALL

PRESENT

Ronald Chapman-Virtual via Zoom due to Illness

Michelle Covert

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Blair Nipper

Mayor Jarvis

### C. PLEDGE OF ALLEGIANCE

### D. ADOPT/AMEND AGENDA

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

Agenda was adopted as amended.

Motion made by McCarthy, Seconded by Kube.

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

6-0

#### **E. PUBLIC COMMENT**

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

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

Public Comment closed at 6:37pm

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

##### 1. AJ Singh and Millers Market CUP

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

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

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

5-1

Motion made by McGehee, Seconded by McCarthy.

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

Voting Nay: Kube

#### **G. APPROVAL OF MINUTES**

##### 1. Town Council Meeting Minutes 09.11.2023

Motion made to approved 09.11.2023 Town Council Minutes.

6-0

Motion made by Nipper, Seconded by Covert.

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

2. Town Council Meeting Minutes 12.11.2023

Motion made to approve 12.11.2023 Town Council Minutes as amended.

6-0

Motion made by Covert, Seconded by Nipper.

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

3. Town Council Meeting Minutes 01.16.24

Motion to approve 01.16.2024 Town Council Minutes as amended.

6-0

Motion made by Covert, Seconded by McCarthy.

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

## H. ACCOUNTS PAID

1. December 2023 Bills

Motion made to approve December Bills Paid.

6-0

Motion made by Kube, Seconded by Nipper.

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

2. January Bills Paid

Motion made to approve January Bills Paid.

6-0

Motion made by Kube, Seconded by Covert.

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

## I. REPORTS

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

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

Motion made by Kube, Seconded by McGehee.

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

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

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

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

### 1. DMV REPORTS

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

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

3. Zoning Administrator

Motion to hire Nicole Washington as the Zoning Administrator.

6-0

Motion made by Kube, Seconded by McGehee.

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

## J. OLD BUSINESS

1. Employee Bonuses and Bi-Monthly Pay

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

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

6-0

Motion made by Chapman, Seconded by Kube.

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

2. Update on Mineral Historic Foundation

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

**K. NEW BUSINESS**

1. Appointment of New Vice Mayor

Motion to appoint Nipper as Vice Mayor.

4-1-1

Motion made by McGehee, Seconded by Covert.

Voting Yea: Chapman, Covert, Kube, McGehee

Voting Nay: McCarthy

Voting Abstaining: Nipper

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

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

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

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

6-0

Motion made by Nipper, Seconded by Chapman.

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

4. Water results for water main break.

5. Resolution to Establish the 2024 Town Council Meeting Schedule

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

#### **L. EXECUTIVE SESSION**

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

Motion made by Kube, Seconded by Nipper.

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

6-0

#### **M. BACK IN SESSION**

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

I so certify-Chapman

I so certify-Covert

I so certify-Kube

I so certify-McCarthy

I so certify-McGehee

I so certify-Nipper

## **N. ADJOURN**

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

6-0

Motion made by Kube, Seconded by Covert.

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

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

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.**