



MINERAL COUNCIL MEETING MINUTES

January 13, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present

Acting Mayor Ron Chapman

Michelle Covert

David Hempstead

Olivia McCarthy

Rebecca McGehee

Others Present:

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq.

Kelly Singletary, Town Treasurer

Absent

Bernice Kube - medical

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

RESOLUTION 2025-4

Motion to rescind Resolution 2024-14 in its entirety made by Covert and seconded by McCarthy.

Ronald Chapman - yes

Michelle Covert - yes

David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

ADOPTION OF AGENDA

Motion to adopt agenda made by Covert and seconded by McGehee.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

PUBLIC COMMENT

JoAnna Von Arb, submitted a letter to Council and read the letter aloud. She began by urging Council to focus on the critical issues the Town has and to take accountability for their actions. She continued by stating that Council needs to act with civility as their actions currently reflect dysfunction. She would like to see action taken on the Comprehensive Plan and laid out four other items she deems to be critical; hiring practices, updating the Town Charter, promoting unity, completing goals. She challenged Council to work together and fulfill their roles and also challenged residents to hold Council accountable.

Vicky Hart, is a Council member for the Town of Louisa and is a part of the local VFW. She believes that the Town of Louisa and Town of Mineral can work together and offered her services.

Debbie Moon, presented a year of review including items that have happened or have not been completed in 2024. She suggested that the Town capitalize on the development happening down near the lake. She listed some ideas for capital improvement projects in the Town, including; Little tourism, ball park, water infrastructure, well, and a community center. The Town Committees have not been presenting updates and believes that each goal from the Comprehensive Plan should be assigned to a committee.

Council discussed if Council members can make a statement as a public comment or not. Ultimately, Council decided to let Council member Hempstead make a public comment and will workshop this matter in the bylaws.

Dave Hempstead, stated that the Commonwealth Attorney has negated all criminal charges against him as it was the representative's belief that Mr. Hempstead is a Council member. Mr. Hempstead continued that he does not believe that his censureship is valid as it interferes with his abilities to perform his duties. He believes the trial and censureship violate the law. He can ask his wife to provide documents to Council if they want them. He advised that his wife would be beneficial to have in closed session to discuss the real estate property purchase. He concluded by asking if everything that needs to be voted on be moved to next month's meeting so Council has time to read through it thoroughly.

BUSINESS SPOTLIGHT

Jen's Crafters

The owner, Jennifer Bradford, has been in Mineral for 5 years. She is an accountant by trade but is creative. She learned her skills from worldwide experts. She has previously sold her goods at the vendor fairs for several years enduring poor weather conditions. She saw the opportunity here in town to lease space. She has a two-fold mission: 1) To provide a space for artists to rent on a monthly basis so they do not have to endure the bad weather at the vendor fairs, and 2) A place for the community to come and support the artists. She started coming to Council meetings to see how businesses are promoted and believes signage may help. She does like the location and being here in town. Her store has something for everybody and foot traffic is picking up. Her store hosts classes, some of which are jewelry making, wreath making, and resin. Council members have been to some of the classes and have enjoyed them. Local vendors will be conducting a "shop hop" where shoppers can visit all the stores to be entered into a raffle. The Town will try to put events like these on the sign.

APPROVAL OF MINUTES

8.29.2024 Minutes

Amendments:

- Change "motion to public hearing" throughout to "Public Hearing opened by Mayor Jarvis."
- Clarify language on page four under section 425-5 by adding the word "streets" after the word "undeveloped."

Motion to approve minutes as amended by Covert and seconded by Hempstead.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - abstain
Rebecca McGehee - abstain

Motion passed 3-0-2.

9.9.2024 Minutes

Amendment:

- Under Debbie Moon's public comment, change Chapman's to McCarthy's.

Motion to approve minutes as amended by McCarthy and seconded by Covert.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - abstain

Motion passed 4-0-1.

ACCOUNTS PAID

The Treasurer confirmed that the \$13,000 to Louisa County was to pay for the special election.

OLD BUSINESS

Walton Park Water Bill

Motion to support resolution 2025-1 made by McGehee and seconded by Hempstead.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

Bylaws review

Motion to table the discussion of Bylaws until the March meeting until the committee has had time to review them made by Chapman and seconded by Hempstead.

Ronald Chapman - yes

Michelle Covert - yes

David Hempstead - yes

Olivia McCarthy - yes

Rebecca McGehee - yes

Motion passed 5-0-0.

Hometown Hero Banners

Council member McGehee has spoken with Mr. Daniels and conveyed that the Town will not be receiving the banners at this time. Mr. Daniels may reconsider at a later date.

NEW BUSINESS

Committee Assignments

Acting Mayor Chapman only assigned a Chair to each committee.

Two Ad Hoc Committees have been created: Bylaws/ Charter Update and Communications.

Each Council member was provided an updated version of the Town Code. All members were advised they would be assessed a \$50 fee if they did not return the Code books at the end of their term.

Each Committee Chair can involve a second person of Council and a member of the public if appropriate.

Streets

Michelle Covert

Police/Legal/ Fire and Rescue

Becky McGehee

Water and Sewage

Michelle Covert

Beautification and Litter

Olivia McCarthy

Budget and Finance

Ronald Chapman

Economic Development

Michelle Covert

Cemetery

Becky McGehee

Personnel

Ronald Chapman

Parks

Bernice Kube

Communications

Bernice Kube

Olivia McCarthy

Charter/ Bylaws Update

Ronald Chapman

Michelle Covert

The Town Manager asks that Committee Chairs provide a calendar of meetings so they can be publicized and staff can plan accordingly.

There will not be a Planning Commission Liaison.

Town Hall Meeting Schedule

Meetings will continue to be on the second Monday of every month except for October as that falls on a holiday.

Motion to adopt Resolution 2025 - 2 to schedule Town Council regular meetings scheduled by McCarthy and seconded by McGehee.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

Town Hall/ DMV Select Closings

The Town Manager advised that the presented calendar is a mix of holidays Louisa has approved off and State employee approved dates.

After some discussion about closures around New Years, Council decided to table the decision of closing on December 26, 2025 January 2, 2026 until a later date.

Other amendments:

- Close for the entire day of December 24
- Remove December 26, 2025

Motion to approve holidays as presented by Covert and seconded by McCarthy.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

Scheduling for Interim Mayor

Letters of interest and resumes due by: February 3, 2025 by 2:00 PM

Meeting to review any interested parties: February 3, 2025 at 6:30 PM

Appointment of Interim Mayor will take place at the regular scheduled meeting in February.

A list of candidates will be updated every two business days.

Motion to accept applications until February 3, 2025 at 2:00 PM, holding a meeting on February 3, 2025 @ 6:30 to review applications, and appoint an interim mayor on February 10, 2025 by Covert and seconded by McGehee.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

REPORTS

Treasurer's Report

Council and the Town Manager discussed line items and that Council will receive reports to show how the money is being transferred to different line items.

The Beautification budget was over due to the electrical work needed to hang up the snowflakes.

Council and Town Manager discussed the line items and financial allocations under the section labeled "Council and Manager's Office" and "Town Hall/ Town Garage Expenses."

The Treasurer confirmed that the revenue on the report is not correct.

The Town Manager discussed the water consumption report and that the current rate of water loss is at 12% and the month of December was the first month that there was a surplus in the water account.

Council Member Covert added that she has spoken to the Virginia Rural Water and anything less than a 15% water loss is considered excellent.

DMV Report

Jessica Osborne was promoted to Supervisor.

The revenue rates were smaller than previously. The Town Manager advised we are using more accurate numbers and previous numbers were likely inflated as the contract does not say that Town will receive a 5% flat rate.

Manager's Report

The Town Manager asks that if anyone needs help that they make an appointment to meet with staff if it will take longer than 20 minutes.

Bonus breakdown was provided in the packet.

Supplemental insurance is being offered and can be purchased individually, if wanted.

A Hydrogeologist will be coming out to speak with Town officials about the possibility of restoring the wells.

The budget process will be starting soon.

The Mineral Planning Commission will be looking into Capital Improvements and passing their findings along to Council.

There has been difficulty finding documents needed to complete the audit. Council and the Town Manager discuss the need for grants.

The Town Manager will present documents during budget season about fee structures and the need to increase the prices.

The Town Manager and the Town Attorney are navigating through the process for the PUD application that was received.

The property owner for the "Old School Property" will be in town this week to begin removing debris. Acting Mayor Chapman asks about the status of the bankruptcy. The Town Attorney advised that he has a copy of the dismissal order of the bankruptcy. The title agency that is being used only sees the lien from the Town on the title and understands that it is the Town's intention to keep the lien on the property until the Town owns the property and then it can be removed.

Council and the Town Manager discuss the Town's lien, documents related to the bankruptcy dismissal, and taxes related to the property.

Council decided this will be discussed in closed session to get advice from legal counsel.

The Town Manager is waiting to hear from VDOT about Miller's Market. If the property does sell, the conditional use permit also transfers but still has to continue with the process.

A citizen came into the office and would like for the Council to contact Representative McGuire to ask for mail to be delivered to residents houses.

The Manager presented a quote for the garage door at the Whitlock Family Park.

The Manager presented a quote from Bowman for asset management of the water lines infrastructure. She thinks this is beneficial for the Town. Council member Covert added that she has spoken with the Virginia Water Authority and they also recommend the purchase as the water is the Town's greatest asset. The Town Manager and Council discussed payment options and implementation.

ACTING MAYOR'S REPORT

Acting Mayor Chapman presented three documents to Council; a motion record sheet, an agenda item report, and an agenda item cover.

He requests that Council use these forms moving forward.

He continued that it has been an honor to be the acting Mayor the past several weeks as it has provided him with a new perspective when listening to concerns. He is thankful that Council members have taken the time to talk with him.

CALENDARING

Town Hall: January 21, 2025 @ 6:30 pm

Regular scheduled meeting: February 10, 2025 @ 6:30 pm

Mayoral application review: February 3, 2025 @ 6:30 pm

Council took a 5 minute recess.

CLOSED SESSION

Council went into closed session at 8:59 PM in accordance with §2.2-3711(A)(7) and §2.2-3711(A)(8) to discuss with legal counsel actual litigation and to consult with counsel regarding the purchase of real estate.

Motion by Chapman and seconded by McCarthy.

Ronald Chapman - yes

Michelle Covert - yes

David Hempstead - yes

Olivia McCarthy - yes

Rebecca McGehee - yes

Motion passed 5-0-0.

BACK IN SESSION

Members of Council voted to certify the closed session and to go back into session at 9:29 PM

Ronald Chapman - yes

Michelle Covert - yes

David Hempstead - yes

Olivia McCarthy - yes

Rebecca McGehee - yes

Motion passed 5-0-0.

ADJOURN

Motion to adjourn the meeting by Hempstead and seconded by McCarthy.

Ronald Chapman - yes

Michelle Covert - yes

David Hempstead - yes

Olivia McCarthy - yes

Rebecca McGehee - yes

Motion passed 5-0-0.