



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 than 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