



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 _____