



MINERAL COUNCIL SPECIAL MEETING MINUTES

August 17, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

The Town Clerk called the meeting to order at 6:30pm.

B. ROLL CALL

PRESENT

Council Member Michelle Covert
Council Member Rebecca McGehee
Council Member Bob Spedden

ABSENT

Vice Mayor Bernice Kube
Council Member Afton Von Tye
Mayor Pamela Harlowe

OTHERS PRESENT

Town Manager/Zoning Administrator Nicole Washington
Town Clerk Teri Burns

C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

D. ADOPTION OF AGENDA

Council Member Covert nominated Council Member McGehee to run the meeting in the absence of the Mayor and Vice Mayor.
All Council Members agreed.

A motion was made to adopt the agenda as presented.

Motion made by Council Member Covert, Seconded by Council Member McGehee.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden
Motion passed: 3-0-0

E. OLD BUSINESS

1. Discussion of the substance and process of the FY26-27 Budget

A motion was made to task the Town Manager with setting the dates for advertising, the public hearing meeting and the meeting to adopt the FY26-27 Budget.

Motion made by Council Member Covert, Seconded by Council Member Spedden.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden
Motion passed: 3-0-0

2. Interim Appointment to Council to Fill Vacancy

A motion was made to accept the resignation of Council Member Hempstead on August 5, 2026 at 7:35pm and to task the Town Manager with the responsibility of advertising to fill the vacancy seat, a meeting date to review resumes and meet the candidates as well as setting a meeting date to accept a candidate to fill the vacancy seat.

Motion made by Council Member Covert, Seconded by Council Member McGehee.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden
Motion passed: 3-0-0

3. Legal Services

A motion was made to retain the legal services of Andrea Erard on a temporary basis to support the work of the Town and the Council. Services will be billed at a rate of \$350 per hour not to exceed \$5,000 per month.

Motion made by Council Member Covert, Seconded by Council Member McGehee.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden
Motion passed: 3-0-0

4. Approval of Town Manager Contract/Zoning Administrator

A motion was made to appoint Cean Nicole G. Washington to serve as Town Manager, Zoning Administrator/Subdivision Agent and Clerk of Council with an annual salary of \$95,000 and shall be permitted to participate in other benefits offered to full time employees of the Town of Mineral.

Motion made by Council Member Covert, Seconded by Council Member McGehee.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member
Spedden

Motion passed: 3-0-0

F. ADJOURN

A motion was made to adjourn at 6:41pm.

Motion made by Council Member Covert, Seconded by Council Member McGehee.
Voting Yea: Council Member Covert, Council Member McGehee, Council Member
Spedden

Motion passed: 3-0-0

Mayor Pamela Harlowe - Vice Mayor Bernice Kube
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye
Nicole Washington - Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town
Treasurer, Andrea Erard - 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.