



Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

clerk_treasurer@townofmineral.com

Town of Mineral Council Meeting Agenda

June 12, 2023

6:30PM

Call to Order and Roll Call

Pledge of Allegiance

Adopt/Amend Agenda

Public Comments

Public Hearings

TAB A FY 2023-2024 Budget

TAB B Ordinance No. 2023-01 & Resolution No. 2023-02

Ordinance 2023-01 an ordinance to close and abandon east eight street between mineral Ave (522) & Town/County line in the Town of Mineral and authorize the transfer of property vacated and abandoned by ordinance No. 2023-01 to John and Lauren Ball.

TAB C Ordinance No. 2023-02 & Resolution No. 2023-03

Ordinance no. 2023-02 an ordinance to close and abandon East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral and authorize the transfer of property vacated and abandoned by ordinance No. 2023-02 to Bobby Carpenter.

TAB D Approval of Council Meeting Minutes

TAB E Approval of Bills to Be Paid

TAB E Town Manager and Staff Reports

Town Attorney Report

Council Committee Reports

Old Business

None

New Business

TAB F Ordinance No. 2023-01 Ordinance 2023-01 Ordinance to close and abandon east eight street between mineral Ave (522) & town/county line in the Town of Mineral and to authorize the transfer of the property vacated and abandoned.

TAB G Ordinance No. 2023-02 Ordinance 2023-02 Ordinance to close and abandon east eight street between mineral Ave (522) & town/county line in the Town of Mineral and to authorize the transfer of the property vacated and abandoned.

TAB H VRS Group Life Insurance.

TAB I Pre-Audit Services

TAB J Notice to publish road closure, utility rates and meal tax increases.

Closed Session

Closed meeting pursuant to Virginia Code §2.2-3711(A)(1) for the discussion or consideration of: 1) Appoint of vacant Town Council seat; 2) the compensation and contract of a Town Manager; and 3) the appointment of a Town Manager. And in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, to discuss and consider the acquisition of real property for a public purpose where discussion in open session would adversely affect the Town's bargaining position or negotiating strategy.

Mayor Ed Jarvis - Vice Mayor Blair Nipper

Council Members: Rebecca McGehee, Bernice Kube, Ronal Chapman

Vacant, Town Manager, Vacant, 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.



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB A Public Hearing: Proposed FY 24 Budget and Tax & Utility Rates

ITEM TYPE: Action Item

PURPOSE OF ITEM: Public Input

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

A draft Proposed FY 24 Budget, Tax and Utility Rates were distributed to the Town Council members at its May 24, 2023, continued meeting. At that meeting the Council made amendments to the proposed budget, tax and utility rates and directed that a notice of public hearing be published. The attached notice was published in the June 1, 2023, edition of the Central Virginian.

ATTACHMENTS:

1. Public Hearing Notice

REQUESTED ACTION:

1. Hold Hearing.
2. Close Hearing and defer action until June 19, 2023.

NOTICE OF PUBLIC HEARING ON MONDAY, JUNE 12, 2023 TOWN OF MINERAL, VIRGINIA

PROPOSED BUDGET FOR FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024 AND

PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES

The following Town Manager’s recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Mineral’s Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager’s Office. There is no obligation or allocation of any funds of Town of Mineral for any purpose until there has been an appropriation for that purpose by the Town of Mineral Council.

The Mineral Town Council will, on Monday, June 12, 2023, at 6:30 p.m. at the Mineral Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2024. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Mineral Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Council at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Mineral Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2023-2024 and the proposed changes in tax and public utility rates at 6:30 p.m. Monday, June 12, 2023, in the Mineral Town Hall, 312 Mineral Avenue, Mineral, Virginia, 22427.

Acomplete copy of budget is available for public inspection weekdays from 8:30AM until 4:30PM at the Mineral Town Hall, 312 Mineral Avenue, Mineral, VA 23117 and on the Town of Mineral website at <https://www.townofmineral.com/>. Questions about the budget may be directed to Reese Peck, Assistant to the Mayor at 540-894-5100.

Authorized by Edwin Jarvis, Mayor

Current Water & Sewer Residential Rates - Town of Mineral				Proposed Water & Sewer Residential Rates - Town of Mineral			
Users <i>In-Town</i>	Usage	Water Rate	Sewer Rate	Users <i>In-Town</i>	Usage	Water Rate	Sewer Rate
	1st 3,000 gallons	\$26.50	\$35.40		1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$8.00/1,000 gallons	\$8.95/1,000 gallons		Over 3,000 gallons	\$9.00/1,000 gallons	\$12.00/1,000 gallons
Users <i>Out-of-Town</i>	Usage	Water Rate	Sewer Rate	Users <i>Out-of-Town</i>	Usage	Water Rate	Sewer Rate
	1st 3,000 gallons	\$30.00	N/A		1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.00/1,000 gallons	N/A

WATER & SEWER RESIDENTIAL RATES PERCENT INCREASE			
Users <i>In-Town</i>	Usage	Water Rate	Sewer Rate
	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	12.5%	35.59%
Users <i>Out-of-Town</i>	Usage	Water Rate	Sewer Rate
	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

Monthly Service Fee – Water& Sewer New \$6.00 an increase of \$6.00

CONNECTION RATES for WATER plus installation cost	Current	Proposed
Residential Water Connection Fee – Per Single Family unit- 5/8"	\$4,000	\$6,780.00 increase \$2,780.00
Commercial/Large Water Connection Fee – 1" plus	no prior info	\$16,840.00
Commercial/Large Water Connection Fee – 1.5" plus	no prior info	\$28,400.00
Commercial/Large Water Connection Fee – 2" plus	no prior info	\$43,265.00
Commercial/Large Water Connection Fee – 3" plus	no prior info	\$73,600.00
Commercial/Large Water Connection Fee – 4" plus	no prior info	\$117,465.00
Commercial/Large Water Connection Fee – 6" plus	no prior info	\$234,335.00
CONNECTION RATES for SEWER CONNECTIONS	Current	Proposed
Residential Sewer Connection Fee-1' to 4"- Per family unit	\$8,000	\$10,720.00
Commercial/Large Sewer Connection Fee – 1.5"- Plus	no prior info	\$23,865.00
Commercial/Large Sewer Connection Fee – 2"- Plus	no prior info	\$86,200.00
Commercial/Large Sewer Connection Fee – 4"- Plus	no prior info	\$211,000.00
Commercial/Large Sewer Connection Fee –6"- Plus	no prior info	\$430,000.00

Solid Waste Collection Rate Schedule (Out-of- Town Only)		
Residential Rate: Current Rate-\$310 per year Proposed Rate – No Change		
Proposed Tax Rates for Calendar Year 2022		
	Current Rate	Proposed Rate
Real Estate	\$0.22/\$100	\$0.24 Decrease \$0.02
Personal Property	\$0.48/\$100	No increase
Transient Occupancy Tax	5%	No increase
Meals Tax	6%	One percent Increase
Business License	\$0.14/\$100 Gross Receipts	No Increase
Vehicle License Tax - \$20 (No Increase) for cars and light trucks, and motorcycles		

OPERATING REVENUES	FISCAL YEAR 2022	CURRENT FISCAL YEAR 2023	REVENUES AS OF MAY 2023	FISCAL YEAR 2024 PLAN	FISCAL YEAR 2024 PLAN INC. / DEC.
GENERAL & PROGRAM REVENUES					
Anti-Litter Grant	\$1,000	\$1,000	\$1,000	\$1,000	\$0
Bank Stock Tax	\$45,000	\$45,000	\$50,000	\$50,000	\$5,000
BPOL Tax	\$35,000	\$29,000	\$29,599	\$29,000	\$0
Zoning applications	\$2,250	\$2,250	\$1,800	\$2,250	\$0
Bush Hog Service	\$300	\$300	\$0	\$0	(\$300)
Cemetery Income	\$35,000	\$35,000	\$54,400	\$35,000	\$0
Connection Fee Sewer	\$32,000	\$32,000	\$24,000	\$32,000	\$0
Connection Fee Water	\$30,000	\$36,000	\$24,500	\$36,000	\$0
COVID Care	\$25,870	\$0	\$0	\$0	\$0
COVID Cares Utility Funds	\$9,659	\$0	\$0	\$0	\$0
COVID State & Local Fiscal Recovery	\$271,311	\$0	\$0	\$0	\$0
DMV Select Revenue	\$336,000	\$336,000	\$318,000	\$336,000	\$0
Fines & Penalties	\$1,000	\$1,000	\$185	\$1,000	\$0
Fire Programs Income	\$15,000	\$15,000	\$15,000	\$15,000	\$0
Grant Income	\$1,000	\$1,000	\$0	\$0	(\$1,000)
Interest Income	\$3,600	\$3,500	\$7,000	\$36,000	\$32,500
Local Sales Tax	\$35,000	\$35,000	\$39,000	\$40,000	\$5,000
Meals Tax	\$56,000	\$56,000	\$56,000	\$90,000	\$34,000
Miscellaneous Income	\$1,000	\$1,000	\$0	\$1,000	\$0
Notary Services	\$300	\$300	\$350	\$300	\$0
Personal Property Tax	\$15,526	\$19,407	\$9,773	\$19,500	\$93
Postage Reimbursement	\$100	\$100	\$0	\$0	(\$100)
Public Service Corp. Tax	\$8,500	\$8,500	\$5,976	\$7,500	(\$1,000)
Real Estate Tax	\$105,000	\$105,000	\$95,355	\$105,000	\$0
Rental Income	\$4,500	\$4,500	\$0	\$4,500	\$0
Rolling Stock Tax	\$1,200	\$1,200	\$22	\$1,200	\$0
Tax overpayment	\$500	\$500	\$0	\$500	\$0
Transient Occupancy Tax	\$2,000	\$2,000	\$1,965	\$2,000	\$0
Vehicle Tax	\$6,690	\$6,690	\$4,480	\$6,690	\$0
Water and Sewer Sales	\$250,000	\$250,000	\$221,352	\$250,000	\$0
Water Deposits	\$3,000	\$3,000	\$1,872	\$3,000	\$0
Surplus - Increase in unassigned	\$0	\$0	N/A	\$0	\$0
Use of unassigned fund balance	\$292,995	\$101,731	N/A	\$172,244	\$70,513
TOTAL REVENUE	\$1,626,301	\$1,131,979	N/A	\$1,276,684	\$144,705

OPERATING EXPENSES	APPROPRIATED FISCAL YEAR 2022	CURRENT FISCAL YEAR 2023	EXPENDITURES AS OF MAY 2023	FISCAL YEAR 2024 PLAN	FISCAL YEAR 2024 PLAN INC. / DEC.
Personal Services					
Salaries	\$413,358	\$417,860	\$241,000	\$454,580	\$36,720
FICA	\$31,622	\$31,966	\$17,656	\$34,755	\$2,789
VRS-Retirement, Disability and Group Life	\$17,000	\$9,904	\$5,500	\$10,800	\$896
Health Plan	\$65,556	\$58,789	\$19,836	\$32,832	(\$25,957)
Total Personal Services	\$527,536	\$518,519	\$283,992	\$532,967	\$14,448
Operating Budget					
Accounting Consultants	\$0	\$10,000	\$0	\$30,000	\$20,000
Advertising	\$3,000	\$3,000	\$4,225	\$7,000	\$4,000
Asset Management	\$15,000	\$15,000	\$7,000	\$15,000	\$0
Audit	\$14,000	\$14,000	\$15,000	\$14,000	\$0
Bank Charges	\$50	\$50	\$50	\$100	\$50
Beautification	\$3,000	\$3,000	\$610	\$3,000	\$0
Buyback (Cemetery Plots)	\$1,000	\$1,000	\$3,600	\$1,000	\$0
Conference Room Upgrades	\$9,200	\$0	\$0	\$0	\$0
County Wastewater Treatment	\$125,000	\$75,000	\$72,100	\$90,000	\$15,000
County Water Purchased	\$120,000	\$25,000	\$54,200	\$60,000	\$35,000
COVID Utility - Return of Unspent Funds	\$5,105	\$0	\$0	\$0	\$0
Debt Service	\$71,580	\$71,580	\$71,580	\$71,580	\$0
Deposits to Perpetual Care Fund	\$3,500	\$3,500	\$5,033	\$3,500	\$0
Dues/Permits/Licenses	\$3,500	\$3,500	\$9,335	\$3,500	\$0
Electricity	\$25,000	\$25,000	\$16,000	\$25,000	\$0
Fertilizer, Mulch, and Maintenance	\$1,730	\$1,730	\$0	\$1,730	\$0
Fire Programs Expense	\$15,000	\$15,000	\$15,000	\$15,000	\$0
Gas for Maintenance Vehicles & Equipment	\$2,500	\$2,500	\$4,000	\$2,500	\$0
Hook up fee paid to LCWA	\$15,000	\$15,000	\$2,000	\$15,000	\$0
Insurance - VRSA	\$14,200	\$14,600	\$15,000	\$14,600	\$0
Internet/Email/Cloud Storage	\$4,200	\$4,200	\$4,000	\$13,164	\$8,964
IT Support	\$12,000	\$6,000	\$5,200	\$6,000	\$0
Computers / Server Room Upgrade	\$10,000	\$0	\$37,100	\$0	\$0
Legal Fees	\$15,000	\$15,000	\$12,770	\$15,000	\$0
Louisa Land Fill Charges	\$14,400	\$14,400	\$14,000	\$14,400	\$0
Mileage Reimbursement	\$2,000	\$2,000	\$300	\$2,000	\$0
Miscellaneous	\$500	\$500	\$25,525	\$500	\$0
Office Cleaning	\$9,000	\$9,000	\$2,700	\$3,600	(\$5,400)
Office Heat	\$1,500	\$1,500	\$0	\$1,500	\$0
Office Supplies	\$20,000	\$20,000	\$37,755	\$20,000	\$0
Perpetual Care	\$3,500	\$3,500	\$5,033	\$3,500	\$0
Police & Legal Matters	\$5,000	\$5,000	\$0	\$5,000	\$0
Postage	\$2,200	\$2,200	\$1,200	\$2,200	\$0
Property Maintenance	\$0	\$20,000	\$0	\$0	(\$20,000)
Refund for Tax overpayment	\$500	\$500	\$1,227	\$500	\$0
Repair & Maintenance- Town Facilities	\$40,000	\$40,000	\$17,733	\$40,000	\$0
Repairs & Maintenance - Water & Sewer	\$425,000	\$75,000	\$82,063	\$125,000	\$50,000
Security System Upgrade	\$0	\$1,100	\$625	\$0	(\$1,100)
Server Replacements	\$0	\$9,000	\$8,000	\$0	(\$9,000)
Software	\$8,000	\$8,000	\$37,185	\$8,000	\$0
Telephone	\$6,800	\$6,800	\$6,800	\$6,800	\$0
Training & Conferences	\$2,500	\$15,000	\$0	\$2,500	(\$12,500)
Trash Service	\$32,000	\$32,000	\$32,000	\$32,000	\$0
Uniforms	\$1,000	\$1,000	\$0	\$0	(\$1,000)
Upgrade firewall switch - untangle	\$1,300	\$0	\$0	\$0	\$0
Water Deposit Refunds	\$500	\$500	\$390	\$500	\$0
Water Testing/monitoring	\$13,000	\$13,000	\$13,000	\$13,000	\$0
Web Page & Agenda Management	\$0	\$9,300	\$6,750	\$6,043	(\$3,257)
Webpage Maintenance	\$3,500	\$500	\$2,590	\$0	(\$500)
Contingency	\$0	\$0	\$0	\$50,000	\$50,000
Total Operating Budget	\$1,080,765	\$613,460	\$648,679	\$743,717	\$130,257
TOTAL EXPENSES	\$1,608,301	\$1,131,979	\$932,671	\$1,276,684	\$144,705



TOWN OF MINERAL COUNCIL
MEETING AGENDA ITEM

AGENDA ITEM: TAB B Public Hearing: Authorize the transfer of property vacated and abandoned by Ordinance No. 2023-01 to John and Lauren Ball

ITEM TYPE: Action Item

PURPOSE OF ITEM: Public

Input

PRESENTER: Reese

PeckPHONE: 540-894-

5100

BACKGROUND / SUMMARY:

John and Lauren Ball requested that the Town to close and abandon east eight street between mineral Ave (522) & Town/County line in the Town of Mineral and authorize the transfer of property to them.

ATTACHMENTS:

1. Public Hearing Notice
2. Proposed Ordinance and Resolution

REQUESTED ACTION:

1. Hold Hearing.
2. Close Hearing.
3. Take action under new business.



NOTICE OF PUBLIC HEARINGS MINERAL TOWN COUNCIL

Please take notice that at the regular monthly meeting of the Mineral Town Council on June 12, 2023, at 6:30PM at Mineral Town Hall, 312 Mineral Ave., Mineral, VA, there will be public hearings on the following proposed ordinance:

FIRST PUBLIC HEARING: ORDINANCE NO. 2023-01

ORDINANCE NO. 2023-01 CLOSES AND ABANDONS EAST EIGHT STREET BETWEEN MINERAL AVE (522) & TOWN/COUNTY LINE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY JOHN AND LAUREN BALL. ORDINANCE NO. 2023-01 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

SECOND PUBLIC HEARING: AUTHORIZE THE TRANSFER OF PROPERTY VACATED AND ABANDONED BY ORDINANCE NO. 2023-01 TO JOHN AND LAUREN BALL.

A copy of Ordinances No. 2023-01 is available, as well as other associated documents, at Town Hall or by contacting Edwin Jarvis, Acting Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117.

Published in the Central Virginian on May 18 & 25, 2023.

ORDINANCE NO. 2023-01

ORDINANCE NO. 2023-01 CLOSES AND ABANDONS EAST EIGHT STREET BETWEEN MINERAL AVE (522) & TOWN/COUNTY LINE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY JOHN AND LAUREN BALL. ORDINANCE NO. 2023-01 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Eight Street between Mineral Ave (522) & Town/County Line in the Town Of Mineral be closed and abandoned for the purpose of an addition to the properties of John and Lauren Ball, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

Town Manager

RESOLUTION 2023-02

Transfer of ownership of the closed and abandoned portion of East Eight Street between Mineral Ave (522) & Town/County line in the Town of Mineral

WHEREAS a properly advertised public hearing was conducted on June 12, 2023, by the Mineral Town Council regarding the proposed transfer of property vacated and abandoned by Ordinance No. 2023-01 to John and Lauren Ball.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Eight Street between Mineral Ave (522) & Town/County line in the Town of Mineral shall be transferred to John and Lauren Ball by quitclaim deed pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
3. Closing shall occur within sixty (60) days of the date of this Resolution.

Town Manager

Date



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB C Public Hearing: Authorize the transfer of property vacated and abandoned by Ordinance No. 2023-02 to Bobby Carpenter

ITEM TYPE: Action Item

PURPOSE OF ITEM: Public Input

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

Bobby Carpenter requested that the Town close and abandon Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral and authorize the transfer of property to him.

ATTACHMENTS:

1. Public Hearing Notice
2. Proposed Ordinance and Resolution

REQUESTED ACTION:

1. Hold Hearing.
2. Close Hearing.
3. Take action under new business.



NOTICE OF PUBLIC HEARINGS MINERAL TOWN COUNCIL

Please take notice that at the regular monthly meeting of the Mineral Town Council on June 12, 2023, at 6:30PM at Mineral Town Hall, 312 Mineral Ave., Mineral, VA, there will be public hearings on the following proposed ordinance:

FIRST PUBLIC HEARING: ORDINANCE NO. 2023-02

ORDINANCE NO. 2023-01 CLOSES AND ABANDONS EAST THIRD STREET BETWEEN THE RAILROAD TRACKS ON EAST THIRD STREET AND LOUISA AVE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY BOBBY CARPENTER. ORDINANCE NO. 2023-02 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

SECOND PUBLIC HEARING: AUTHORIZE THE TRANSFER OF PROPERTY VACATED AND ABANDONED BY ORDINANCE NO. 2023-02 TO BOBBY CARPENTER.

A copy of Ordinances No. 2023-02 is available, as well as other associated documents, at Town Hall or by contacting Edwin Jarvis, Acting Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117.

Published in the Central Virginian on May 18 & 25, 2023.

ORDINANCE NO. 2023-02

ORDINANCE NO. 2023-02 CLOSES AND ABANDONS EAST THIRD STREET BETWEEN THE RAILROAD TRACKS ON EAST THIRD STREET AND LOUISA AVE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY BOBBY CARPENTER. ORDINANCE NO. 2023-02 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral be closed and abandoned for the purpose of an addition to the properties of Bobby Carpenter, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

Town Manager

RESOLUTION 2023-03

Transfer of ownership of the closed and abandoned portion of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral

WHEREAS a properly advertised public hearing was conducted on June 12, 2023, by the Mineral Town Council regarding the proposed transfer of property vacated and abandoned by Ordinance No. 2023-02 to Bobby Carpenter.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral shall be transferred to Bobby Carpenter by quitclaim deed pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
3. Closing shall occur within sixty (60) days of the date of this Resolution.

Town Manager

Date



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB D Approval of Minutes

ITEM TYPE: Action

PURPOSE OF ITEM: Decision – By Motion

PRESENTER: Andrea Erard

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

Review and approve the minutes for the December meeting.

ATTACHMENTS:

Town Council Minutes for the December 22, 2022 meeting.

REQUESTED ACTION:

Motion to approve



Town of Mineral
Post Office Box 316
312 Mineral Avenue
Mineral, VA 23117
Phone 540-894-5100 Fax 540-894-4446
www.townofmineral.com email:
clerk_treasurer@townofmineral.net

Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGeHee
Blair Nipper
David Lawson
Andrea Erard, Town Attorney

Town Council meets for its
regular session on the second
Monday of each month at 7:00
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 OF MINERAL TOWN COUNCIL MEETING

MINUTES

**Monday, December 22, 2022
7:00 PM**

Present-

Mayor Harlowe-by phone due to medical condition
Ed Jarvis
David Lawson
Blair Nipper
Tom Runnett
Roy McGehee
Ed Kube

Mayor Harlowe, who participated by phone, called the meeting to order and requested that Mr. Runnett run the meeting because she had mouth surgery and was having a hard time talking. Mr. Jarvis objected.

The Mayor asked for approval to adopt or amend the agenda or if there were any additions or changes – Ed Kube asked to add a status report on the PUD application to the discussion tonight.

Tom Runnett moved approval of the agenda as amended.
Blair Nipper seconded.

Vote:

Ed Jarvis	aye
David Lawson	aye
Blair Nipper	aye
Tom Runnett	aye
Roy McGehee	aye
Ed Kube	aye

Blair Nipper moved, Tom Runnett seconded allowing the Mayor to participate electronically.

Ed Jarvis	aye
David Lawson	aye
Blair Nipper	aye
Tom Runnett	aye
Roy McGehee	aye
Ed Kube	aye

Becky McGehee objected to the Mayor having to run the meeting.

PUBLIC COMMENT:

Chris Guerre

80 St. Cecelia

Referred to prior list of laws he provided to the Town that the Town is breaking. Budget not properly approved in accordance with the law; no lawful expenditure of funds. Requested verification of BZA members and has not received a response.

Olivia McCarthy (Electronically)

201 West 3rd Street

Glad that the lease for Historical Foundation is on the agenda.

Requested that any bills that need to be paid related to the museum be sent to her. Indicated that she had not received any bills. Blair Nipper responded that bills had been

sent to the President and the Foundation.

FIRST ZONING ISSUE: 43B2-1-1A

Allyson Finchum: The conditional use permit, or multifamily dwellings in a location is on the east side of St. Cecelia Avenue, approximately 220 feet from the south side of Louisa Avenue in the town of Mineral. The lot size is .791 acres. The request is to construct nine townhouse suites.

Statement by the applicant; he requested that the Council vote on the merits of his application.

Ed Jarvis moved approval and Tom Runnett seconded the following Ordinance:

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO GW1 PROPERTIES LLC & MIL INVESTMENTS FOR MULTI-FAMILY DWELLINGS ON TAX MAP #43B2-1-1A (+/- .791 ACRES) LOCATED ON THE EAST SIDE OF ST CECILIA AVE. (RTE.1102) APPROX. 220 FT. FROM THE SOUTH SIDE OF LOUISA AVE. (RTE.1107) IN MINERAL, VIRGINIA.

WHEREAS the Mineral Town Council has conducted a duly advertised public hearing; and

WHEREAS the Mineral Town Council finds that the request for a Conditional Use Permit by GW1 Properties LLC & Mil Investments for multi-family dwellings on tax map #43B2-1-1A will not adversely affect the public health, safety, or welfare of persons residing or working on the premises or in the neighborhood, nor be incompatible with the Comprehensive Plan nor be likely to reduce or impair the value of buildings or property of surrounding areas, but that such establishment or use will be in accordance with the Comprehensive Plan for the Town of Mineral.

NOW THEREFORE BE IT ORDAINED by the Mineral Town Council that a Conditional Use Permit be granted to GW1 Properties LLC & Mil Investments for multi-family dwellings on tax map #43B2-1-1A subject to the following terms and conditions:

1. Development of the site shall be in substantial conformance with the application including 1) the Site Layout Plan titled "Tax Map 43B2-1-1A" by Axis Land Surveying, Inc. dated 6-20-22; 2) the submitted elevations; and 3) in general conformance with the floor plans.

2. Parking and loading. Off-street parking shall comply with the Town of Mineral Code Section 425-53. The parking area shall be constructed of asphalt.
3. Landscaping and buffers. A buffer shall be provided between the more intensive land uses and low-density single-family residences as follows. A ten (10) foot wide vegetative buffer strip or screen is required where this development abuts lots with existing single-family dwellings. The buffer strip shall be planted with evergreen or deciduous trees spaced not more than 20 feet apart and supplemented with grass, shrubs and/or fencing as necessary to reduce the visual impact of abutting properties from the use within the subject property.
4. No more than nine dwelling units shall be permitted on the parcel.
5. Dimensional requirements. The development shall comply with the lot and yard requirements of the district in which the development is located.
6. Height. Each unit shall be no more than two stories and shall not exceed forty (40) feet above natural ground level existing at time of approval of this application.
7. Materials. Exterior materials shall be in conformance with the elevation drawing and materials submitted with the application.
8. A recreational and playground area must be established on premise prior to approval of the zoning and building permits.
9. Access. Access to the site from the public right-of-way will accommodate two-way vehicular traffic and be constructed in accordance with VDOT standards.
10. This permit is issued solely for the developer GW1 Properties, LLC and Miller Custom Homes, Inc. Transfer of ownership of parcels prior to the issuance of a Certificate of Occupancy for each lot shall not be permitted without approval of Town Council.
11. Utilities. All dwellings and buildings in this district shall receive approval for public water and sewer service by the Town of Mineral or private water and sewer by the Virginia Department of Health prior to approval of the zoning and building permit.
12. Drainage. Drainage will comply with all applicable local and state regulations that may apply to sites under one acre.

13. Inspections. The Town Manager, Zoning Administrator or designee may from time to time inspect the site to determine compliance with the terms and conditions of the permit.

14. Revocation. The conditional use permit may be revoked by Town Council upon failure to comply with the conditions of this permit.

15. This Ordinance shall be recorded in the Louisa County Circuit Court Clerk's Office.

16. Dumpsters shall be screened from view.

Ed Jarvis: Motion to amend the Ordinance as to #12 regarding drainage and adding#16;
Tom Runnett seconded.

Vote on amendment:

Ed Jarvis	aye
David Lawson	aye
Blair Nipper	aye
Tom Runnett	aye
Roy McGehee	aye
Ed Kube	aye

Vote on original motion to approve:

Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	aye
Kube	nay (objected to the wording of the Ordinance)

Ed Jarvis moved approval, and Tom Runnett provided a second on the following Ordinance:

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO GW1 PROPERTIES LLC & MIL INVESTMENTS FOR MULTI-FAMILY DWELLINGS ON TAX MAPS #43B2-2-6-1(LOTS 1,2,3,4,&5) & #43B2-1-9 (A COMBINED TOTAL OF +/-21,492.5 SQ. FT.) LOCATED ON THE NORTHEAST CORNER OF EAST LEE ST(RTE.1101) & ST CECILIA AVE (RTE.1102) IN MINERAL, VIRGINIA.

WHEREAS the Mineral Town Council has conducted a duly advertised public hearing; and

WHEREAS the Mineral Town Council finds that the request for a Conditional Use Permit by GW1 Properties LLC & Mil Investments for multi-family dwellings on tax maps #43B2-2-6-1 (LOTS 1, 2, 3, 4, & 5) & #43B2-1-9 will not adversely affect the health, safety, or welfare of persons residing or working on the premises or in the neighborhood, nor be incompatible with the Comprehensive Plan nor be likely to reduce or impair the value of buildings or property of surrounding areas, but that such establishment or use will be in accordance with the Comprehensive Plan for the Town of Mineral.

NOW THEREFORE BE IT ORDAINED by the Mineral Town Council that a Conditional Use Permit be granted to GW1 Properties LLC & Mil Investments for multi-family dwellings on tax maps #43B2-2-6-1(LOTS 1,2,3,4, &5) & #43B2-1-9 subject to the following terms and conditions:

1. Development of the site shall be in substantial conformance with the application including 1) the Site Layout Plan titled "Block 6, Lots 1 thru 5 Town of Mineral &

Tax Map 43B2-1-9" by Axis Land Surveying, Inc. dated 2-11-22; 2) the submitted elevations; and 3) in general conformance with the floor plans.

2. Lot consolidation. A lot consolidation plat shall be submitted by the applicant, approved for consolidation by the Town and recorded by the applicant prior to approval of a zoning and building permit.
3. Parking and loading. Off-street parking shall comply with the Town of Mineral Code Section 425-53. The parking area shall be constructed of asphalt.
4. Landscaping and buffers. A buffer shall be provided between the more intensive land uses and low-density single-family residences as follows. A ten (10) foot wide vegetative buffer strip or screen is required where this development abuts lots with existing single-family dwellings. The buffer strip shall be planted with evergreen or deciduous trees spaced not more than 20 feet apart and supplemented with grass, shrubs and/or fencing as necessary to reduce the visual impact of abutting properties from the use within the subject property.
5. No more than four dwelling units shall be permitted on the parcel.
6. Dimensional requirements. The development shall comply with the lot and yard requirements of the district in which the development is located.
7. Height. Each unit shall be no more than two stories and shall not exceed forty (40) feet above natural ground level existing at time of approval of this application.
8. Materials. Exterior materials shall be in conformance with the elevation drawing and materials submitted with the application.
9. A recreational and playground area must be established on premise prior to approval of the zoning and building permits.
10. Access. Access to the site from the public right-of-way will accommodate two-way vehicular traffic and be constructed in accordance with VDOT standards.
11. This permit is issued solely for the developer GW1 Properties, LLC and Miller Custom Homes, Inc. Transfer of ownership of parcels prior to the issuance of a Certificate of Occupancy for each lot shall not be permitted without approval of Town Council.

12. Utilities. All dwellings and buildings in this district shall receive approval for publicwater and sewer service by the Town of Mineral or private water and sewer by theVirginia Department of Health prior to approval of the zoning and building permit.
17. Drainage. Drainage will comply with all applicable local and state regulations thatmay apply to sites under one acre.
13. Inspections. The Town Manager, Zoning Administrator or designee may from time to time inspect the site to determine compliance with the terms and conditions of the permit.
14. Revocation. The conditional use permit may be revoked by Town Council uponfailure to comply with the conditions of this permit.
15. This Ordinance shall be recorded in the Louisa County Circuit Court Clerk's Office.
16. Dumpsters shall be screened from view.

Vote:

	aye
Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	
Kube	nay (objected to the wording of the Ordinance)

Minutes deferred to December.

Blair Nipper moved approval of the bills.Ed Jarvis seconded.

Vote:

Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	aye
Kube	aye

Mayor/Manager's Report: "I wrote down everything that we've done. The only thing that I did not include is I feel that all the paperwork to help the people who are still behind on their water bills. Patty has all the information this is going to be easy. We just send the company that and their account number and they take care of the paperwork."

Town Attorney: Town does have a BZA. Terms continue until another person appointed. Need to schedule January organizational meeting.

Motion for organizational meeting on January 9, 2023, at 7:00PM at Town Hall by EdJarvis.

Second: Tom Runnett

Vote:

Ed Jarvis	aye
David Lawson	aye
Blair Nipper	aye
Tom Runnett	aye
Roy McGehee	aye
Ed Kube	aye

Ed Jarvis indicated Council is considering the third Wednesday as a work session. Suggested asking if Alan Gernhart can do the FOIA training by Zoom that night.

Committee Reports.

Motion by Roy McGehee to not allow the Mineral Historic Foundation use the Old Town Hall until insurance has been obtained in an amount recommended by VRSA and the Town is also insured. Second by Tom Runnett.

Vote:

Ed Jarvis	aye
David Lawson	aye
Blair Nipper	aye
Tom Runnett	aye
Roy McGehee	aye
Ed Kube	aye

Blair Nipper moved approval of the contract with Southern Software subject to the addition of a non-appropriations clause. Second by Ed Kube.

Vote:

Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	aye

Motion by Ed Kube to have the auditors do a snapshot of the current budget for the last 6 months in an amount not to exceed \$8,000.00. Blair Nipper seconded.

Vote:

Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	aye

Motion to adjourn: Roy McGehee
Second: Tom Runnett

Vote:

Ed Jarvis David	aye
LawsonBlair	aye
Nipper Tom	aye
Runnett Roy	aye
McGeheeEd	aye
	ave

DRAFT



**TOWN OF MINERAL
COUNCIL MEETING AGENDA ITEM**

AGENDA ITEM: Tab E Approval of Bills to be paid

ITEM TYPE: Accounts Payable

PURPOSE OF ITEM: Decision – By Motion

PRESENTER: Patty Finch

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

Review and approve the bills to be paid for May.

ATTACHMENTS:

Bills to be paid for the May 9, 2023, meeting

REQUESTED ACTION:

Motion to approve

DRAFT MAY 2023 Bills to be Paid

<i>Vendor</i>	<i>Account</i>	<i>Account Number</i>	<i>Description</i>			<i>Amount</i>
Aflac	Employee Insurance - Health	015-555				\$ 76.36
Alfredo Vegas IT Consulting Serv.	IT Support	015-365				\$ 750.00
Anthem	Employee Insurance - Health	015-356	no chg this month for credit from last month			\$ 1,520.00
Bernice Kube	Beautification	015-315	Plant food & Flowers			\$ 35.99
Besley Implements	Cemetery		2 Wheels & valve stems mounted. Oil for mower			\$ 458.80
Courney Cleaning Service, Inc	Cleaning of Office	015-520				\$ 300.00
Dell Technologies	Office Supplies	015-375	New server, computers & printers			\$ 44,588.30
Dominion Virginia Power	Electricity	015-410/411	Electric			\$ 1,581.18
Duke Oil Company Inc.	Gas & Oil	015-345				\$ 226.57
Duke Oil Company Inc.	Gas & Oil		Gas for cemetery			\$ 120.86
Erard, Andrea G, Esq	Legal Fees	015-360				\$ 1,250.00
Epic LED	Capital Fund	015-440	Town sign in front of Town Office			\$ 25,124.99
1st Choice Electrical & Security	Capital Fund	015-440	Electrical work for town sign			\$ 720.03
Louisa County Landfill	Louisa County Landfill	015-425	Landfill			\$ 2,191.26
Louisa County Water Authority	County Water	015-325		566000 gallons		\$ 3,830.70
Louisa County Water Authority	County Waste Water	015-320		1254306 gallons		\$ 12,461.26
Main Street Supply	Repair/Maintenance General	015-395	Padlock, Primer paint, keys made, lightbulbs for clerk office, rubber cap, gas can			\$ 305.01
Purcell Lumber	Repair/Maintenance General	015-395	Lattice, 2x4's, adhesive, stud finder to make door in closet for computer equipment			\$ 222.01
Rappahannock Electric Coop	Electric Water/Sewer	015-411				\$ 584.81
Ricoh	Office Supplies	015-375	Copier/toner 91			\$ 236.91
Ricoh	Office Supplies	015-375	copier rental 19			\$ 448.32
Studio490	Web Page Maintenance	015-490				\$ 250.00
Updike	Trash	015-569				\$ 2,692.06
Verizon	Telephone	015-415	telephone			\$ 356.22
*Federal Tax Deposit	Payroll Taxes	380 & 012				\$ 6,067.94
*Virginia Dept Taxation	Payroll Taxes	015-012				\$ 1,020.98
VUPS - Virginia Utility Prot. Service	Misc	015-370	VA 811			\$ 18.90
Blue Ridge Bank - Mastercard						
Google	Internet	015-510	google workspace			\$ 249.60
Zoom	Internet	015-510	Internet			\$ -
I Love PDF	Office Supplies	015-375	on line tool that merges pdf files			\$ 7.00
Lake Anna Nursery	Misc.	015-370	Flowers for Anthony Wade			\$ 109.71
Personalization Mall	Misc.	015-370	Retirement gift for Kathy Byers			\$ 67.37
United States Post Office	Postage	015-390				\$ 333.00
Microsoft Office	Office Supplies	015-375				\$ 25.00
AED Superstore	Repair/Maintenance General	015-395	Extra battery for Defibrillator			\$ 400.14
Batteries Plus	Repair/Maintenance General	015-395	Battery for Security box			\$ 49.99
Comcast	Internet	015-510				\$ 168.35
OOMA, Inc	Telephone	015-415				\$ 293.10
Prepared by PGF						\$ 109,142.72



**TOWN OF MINERAL
TOWN COUNCIL MEETING
MAY MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: DMV Select 361

DATE: 05/2023

PREPARED BY: Shannon Hawkins

1. The DMV Connect Team will be setting up in the Mineral Town Hall on Jul 11, 2023 from 9:00 am to 3:00 pm. This will be by appointment. Customers are welcome to call our office and we will assist them.
2. Announced that we are hiring a part-time and full-time DMV clerk. Applications close June 30th.
3. The town server went down in the month of May. Fred Vegas, Ed Jarvis and Mr. Peck have been taking action to update the server, computers and printers.
4. DMV systems went down 05/24/2023 statewide.
5. Monthly Revenues attached.

The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.

May Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
05/01/2023	\$56,940.46	\$2,807.00
05/02/2023	\$4,883.59	\$240.75
05/03/2023	\$77,335.52	\$3,812.42
05/04/2023	\$18,372.01	\$905.69
05/05/2023	\$25,643.16	\$1,264.14
05/08/2023	\$27,838.32	\$1,372.35
05/09/2023	\$23,236.94	\$1,145.52
05/10/2023	\$13,473.90	\$664.23
05/11/2023	\$32,478.84	\$1,601.12
05/12/2023	\$9,075.77	\$447.41
05/16/2023	\$28,384.40	\$1,399.27
05/17/2023	\$43,949.18	\$2,166.57
05/18/2023	\$66,561.77	\$3,281.31
05/19/2023	\$26,291.57	\$1,296.10
05/22/2023	\$8,513.65	\$419.70
05/23/2023	\$33,650.22	\$1,658.86
05/24/2023	\$546.00	\$26.92
05/25/2023	\$53,080.84	\$2,616.74
05/26/2023	\$43,486.92	\$2,143.78
05/30/2023	\$46,900.20	\$2,312.05
05/31/2023	\$105,602.87	\$5,205.92
Total	\$746,246.13	\$36,787.83



**TOWN OF MINERAL COUNCIL
MEETING AGENDA ITEM**

AGENDA ITEM: TAB F Authorize the transfer of property vacated and abandoned by Ordinance No. 2023-01 to John and Lauren Ball

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Roll Call Vote

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

John and Lauren Ball requested that the Town to close and abandon east eight street between mineral Ave (522) & Town/County line in the Town of Mineral and authorize the transfer of property to them.

ATTACHMENTS:

1. Proposed Ordinance
2. Proposed Resolution

REQUESTED ACTION:

1. Adopt Ordinance.
2. Adopt Resolution.

ORDINANCE NO. 2023-01

ORDINANCE NO. 2023-01 CLOSES AND ABANDONS EAST EIGHT STREET BETWEEN MINERAL AVE (522) & TOWN/COUNTY LINE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY JOHN AND LAUREN BALL. ORDINANCE NO. 2023-01 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Eight Street between Mineral Ave (522) & Town/County Line in the Town Of Mineral be closed and abandoned for the purpose of an addition to the properties of John and Lauren Ball, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

Town Manager

RESOLUTION 2023-02

Transfer of ownership of the closed and abandoned portion of East Eight Street between Mineral Ave (522) & Town/County line in the Town of Mineral

WHEREAS a properly advertised public hearing was conducted on June 12, 2023, by the Mineral Town Council regarding the proposed transfer of property vacated and abandoned by Ordinance No. 2023-01 to John and Lauren Ball.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Eight Street between Mineral Ave (522) & Town/County line in the Town of Mineral shall be transferred to John and Lauren Ball by quitclaim deed pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
3. Closing shall occur within sixty (60) days of the date of this Resolution.

Town Manager

Date



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB G Authorize the transfer of property vacated and abandoned by Ordinance No. 2023-02 to Bobby Carpenter

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Roll Call Vote

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

Bobby Carpenter requested that the Town close and abandon Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral and authorize the transfer of property to him.

ATTACHMENTS:

1. Proposed Ordinance
2. Proposed Resolution

REQUESTED ACTION:

1. Adopt Ordinance.
2. Adopt Resolution.

ORDINANCE NO. 2023-02

ORDINANCE NO. 2023-02 CLOSES AND ABANDONS EAST THIRD STREET BETWEEN THE RAILROAD TRACKS ON EAST THIRD STREET AND LOUISA AVE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY BOBBY CARPENTER. ORDINANCE NO. 2023-02 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral be closed and abandoned for the purpose of an addition to the properties of Bobby Carpenter, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

Town Manager

RESOLUTION 2023-03

Transfer of ownership of the closed and abandoned portion of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral

WHEREAS a properly advertised public hearing was conducted on June 12, 2023, by the Mineral Town Council regarding the proposed transfer of property vacated and abandoned by Ordinance No. 2023-02 to Bobby Carpenter.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral shall be transferred to Bobby Carpenter by quitclaim deed pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
3. Closing shall occur within sixty (60) days of the date of this Resolution.

Town Manager

Date



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: Tab H VRS Life Insurance Coverage

ITEM TYPE: Action

PURPOSE OF ITEM: Decision – By Resolution

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

Political Subdivision Group Life Insurance Coverage Resolution.

The Code of Virginia §51.1-502 states that seventy-five percent (75%) of eligible employees must elect to become covered on the effective date of coverage; otherwise, the insurance coverage election does not go into effect. Therefore, your employee elections must be gathered prior to your governing body electing to provide this coverage. This may be accomplished by collecting a Waiver of Group Life Insurance Coverage (VRS-27) form from any employee who wishes to waive coverage prior to the benefit election. VRS presumes participation in the GLI program unless we have received the waiver form for an individual at the time of your election. New eligible employees on and after the effective date are automatically covered as a condition of employment.

All employees elected coverage based on the assumption that the employer paid the full premium.

ATTACHMENTS:

Resolution 2023 – 04 VRS Group Life Insurance Coverage

REQUESTED ACTION:

Roll Call Vote to approve Resolution 2023 – 04 VRS Group Life Insurance Coverage

RESOLUTION 2023-04
VRS GROUP LIFE INSURANCE COVERAGE

BE IT RESOLVED that the Town of Mineral , a political subdivision of the Commonwealth of Virginia, acting by and through the Town Council, does hereby elect to have those of its employees and officers who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment, become eligible to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective July 1, 2023; and

BE IT FURTHER RESOLVED, the Town of Mineral agrees to pay the required employer cost for its eligible employees and further, to deduct from employees' wages and to pay over in the manner prescribed the employees' portion to the extent that such employees' portion is not paid by the Town of Mineral.

Now, therefore, Edwin Jarvis, Mayor, and _____, Clerk, are hereby authorized and directed in the name of the Town of Mineral to execute any required contract in order that employees of the Town of Mineral may become eligible to participate in the Group Life Insurance program as provided in the aforementioned sections of the Code of Virginia. In execution of any contract which may be required the seal of the Town of Mineral shall be affixed and attested by the Clerk and said officers of the Town Council are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town Council and its employees for this purpose.

CERTIFICATE

I, _____, Clerk of the Town of Mineral certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Town Council held at 312 Mineral Avenue, Mineral, Virginia at 6:30 o'clock p.m. on June 12, 2023. Given under my hand and the seal of the Town of Mineral on this _____ day of _____. 2023.

Clerk



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: TAB I Pre-Audit Services

ITEM TYPE: Action

PURPOSE OF ITEM: Decision – By Motion

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

The Town needs its financial records reconciled in order to have our FY22 & 23 audits conducted and to begin using our new accounting software..

ATTACHMENTS:

BROWNEEDWARDS *Certified Public Account* Project Overview and company background and references.

REQUESTED ACTION:

Motion to authorize the Town Manager to sign an engagement letter for Pre-Audit services with BROWNEEDWARDS *Certified Public Account* in the amount not to exceed \$30,000.

Pre-Audit Project Overview

This is what we would propose.

- “Kick off” meeting sometime in the next few weeks with my client accounting leaders to make sure we are all on the same page with your exact needs. At this meeting you would:
 - o Lay out the exact number of funds you want and how your vision for your chart of accounts.

- Because the Town is 1-1.5 hours from any of our offices, we’d like to propose the following:
 - o Figure out if we can access your software remotely if it is web based or have it loaded on a laptop that we can take with us.
 - o Take batches of the records with us to our office to work.
 - o Then we would come out to the Town office periodically as needed to meet with you and update you on progress.

- We would commit to 1.5-2 days a week of assistance (as per my previous email) for the next few months. During this time, our focus would be:
 - o Make sure the chart of accounts are set up as you need.
 - o Load all audited beginning balances as of the 6/30/21 audit.
 - o Reconcile every month of accounts and ensure all transactions are accounted for on the cash basis for the period July 1, 2021 – June 30, 2022.
 - o Then, we would perform procedures to true up the balance sheet at 6/30/22 to account for all accruals, receivables, capital asset activity, debt activity, etc. This should bring your books from the cash basis to a basis in which they can be subjected to audit procedures.
 - o Then we would repeat the same process for the 7/1/22 through 6/30/23 year.
 - o At that point you should have records that can be audited.

- From a pricing perspective, my previous email (dated 5/18) is still accurate: From an estimate standpoint, I would imagine, at a minimum the hourly rate is \$150-\$175 an hour. So, if you wanted to estimate that we spend two days a week with you for 10 weeks, that would be \$150 - \$175 x 16 hours x 10 weeks, which would be \$27,000 - \$28,000.

Chris Banta, CPA, CFE

www.becpas.com

Office: 804.282.6000
Fax: 804.282.6700

Your Success is our Focus.

Proposal to Provide Pre-Audit Services for the Town of Mineral



Chris Banta, CPA

Engagement Partner
cbanta@becpas.com

June 12, 2023



TABLE OF CONTENTS

Letter of Transmittal	1
The Right Firm	2
Firm Qualifications	3
Our Commitment to Excellence	4
What Our Clients are Saying...	5
Our Expertise	6
Service Team	7-8
Understanding of the Scope of Services	9
References	10
Peer Review Report	11



June 12, 2023

Town of Mineral
312 Mineral Avenue
Mineral, Virginia 23117

We are very pleased to present our qualifications to provide professional accounting services to the Town of Mineral, Virginia ("Town"). Brown, Edwards & Company, L.L.P. ("Brown Edwards") is a leader in providing services to governmental and municipal clients in Virginia, Tennessee, and West Virginia.

At Brown Edwards, we strive to deliver an exceptional experience for our clients and we have found that experience is shaped by client expectations. While the Town has provided detailed needs and expectations, we also know that in order to create a positive experience and maintain an enhanced client relationship with you, we need to focus on Client-Centered Expectations. Our goals for delivering an exceptional experience include adherence to our guiding principles:

- Frequent and proactive communication
- Local partners/directors
- Client involvement in decision-making
- High standards for deliverables
- Simple and streamlined invoicing and payment
- Effective management of changes
- Ongoing performance feedback from our team

We are in a unique position as a Virginia-based firm to offer hands-on local service and consistency while providing industry and service-specific teams of experts, including an active state and local governments and municipal authorities segment.

We know that many of the proposals you will review during this process will look similar. You will find that any reputable firm can provide you with a quality audit. We know those services are not what distinguishes us from our competition. Where we shine is in the relationships we build with our clients and our outstanding client service.

Brown Edwards & Company, L.L.P

Chris Banta, CPA
Engagement Partner



The Right Firm

Governmental and Municipal Experience

- One of the leading firms in Virginia serving governmental and municipal entities with approximately **\$6.3 million in gross fees annually**.
- **Spend approximately 50,500 hours annually** providing audit, accounting, and advisory services to our governmental and municipal clients, and other related entities that expend government funding or fall under *Government Auditing Standards*.
- **More than 25 years of experience** with the GFOA Certificate of Excellence in Financial Reporting program, and all of our clients who have chosen to participate receive the certificate. In many cases, we have assisted localities in obtaining their first Certificate of Excellence.

Commitment to Compliance

- We are committed to ensuring compliance with all federal, state, regulatory, and industry auditing and accounting standards including those issued by the Governmental Accounting Standards Board, the Government Accountability Office, and the Auditor of Public Accounts of the Commonwealth of Virginia.

Engagement Staff Consistency and Growth

- In order to maintain staff consistency, each Brown Edwards partner, director, and senior manager is responsible for significantly fewer staff and engagement hours than partners in other firms. The resulting increased involvement by high level professionals minimizes the effects of inevitable staff attrition on our clients.

Annual Government Conference

- Each year we conduct a one-day conference specifically geared to governmental entities. In recent years, topics such as GASB updates, pension standards, utility rate setting, internal controls, budgeting, and capital markets have been presented.

Firm Qualifications

Formed in **1967** through the merger of Fred P. Edwards Company and C. A. Brown & Company

25 years of experience for partners and directors

10 years of experience for senior managers and managers

QUICK FACTS ABOUT BROWN EDWARDS

Inside Public Accounting's
Top 100 Public Accounting
Firms by net revenue



Top Accounting Firm
headquartered in Virginia
based on number of CPAs
by Virginia Business
Magazine



Recognized as one of
America's Best Tax Firms
for 2021 by
Forbes Magazine

Forbes

- Accounting Today's Top 100 Firms by net revenue
- Listed as a Top 100 Firm Pacesetter in Growth by Accounting Today
- Listed as #4 in the Capital Region by Accounting Today



Member of Inc. 5000
2021 list of the fastest-
growing private
companies in the U.S.



Pass opinion on our peer
review for over 25 years,
and inspected by the
PCAOB since its inception



More than 400 professionals
serving the southeastern U.S.



Top 50 Construction Accounting
Firm as compiled by
Construction Executive
magazine

Our Commitment to Excellence

5 Star Service Quality Standards

- ★ Responsiveness
- ★ Product Quality
- ★ Product Delivery
- ★ Ease of Access to Decision Makers
- ★ Professional Attitudes of all Team Members

Government and Municipal Practice Expertise

The location of the offices primarily managing the pre-audit accounting services for the Town are in Roanoke, Virginia. The location of this office provides the Town with experience and control over the engagement; decisions are made locally and promptly.

Our governmental and municipal practice has

8 partners, 4 directors, and over
80 professionals who devote substantial amounts
of time servicing governmental clients.

Our governmental and municipal practice will staff engagements based on the needs of the client, considering such factors as the existence of local pension plans, federal award usage and the need for a single audit, specific accounting or compliance complexities, and other matters where involvement of a specialist is important. While the locations of our offices provide us reasonable access to all areas of the southeastern United States, we will commonly staff engagements with a mix of individuals from the most local office, as well as specialists from other offices, as needed. To provide the best team possible for various technical and logistical needs of the the Town's engagement, we will also use resources and expertise from our firm-wide governmental team.

What Our Clients are Saying...



“The staff at Brown Edwards has served as much more than auditors. They continually give us the guidance and expertise we need to navigate through new mandates and they offer solutions that fit our needs.”

Our Expertise

We have the **expertise** to **alleviate** the **pressures** faced during your audit preparation.

Get Ready for Your Audit

- Provide routine pre-audit preparation services, including preparing audit workpaper requests, reconciliations, etc.
- Provide routine accounting services
- Auditor request assistance
- Perform cash-to-accrual adjustments

Financial Reporting Assistance

- Analyze and provide accounting assistance for non-routine, new, and unusual transactions
- Prepare financial reports

Tackle New Standards Implementation

- Help implement new GASBs
- GFOA Award Assistance

Practical
Solutions



Specialized
Knowledge



Serving Over 125
Government
Entities



Direct Access to
Highly Technical
Professionals



Service Team

We have assembled a dedicated team of professionals to serve the needs of the Town. These individuals, whose biographies are located on the following pages, bring a wide range of experience, professionalism, and insight to your engagement. They each have proven records with other governmental entities. Our service team is exceptionally well suited to meet your needs because:

- Our firm's experience and commitment to continuing to build our governmental practice ensures that your questions and concerns are addressed promptly.
- Our local presence provides immediate availability of resources, expertise, and decision-making on the Town's engagement.
- Experience with a wide range of government specific public sector software systems including, but not limited to: New World, Bright (BAI), Munis, HTE, Pentamation, and Keystone AS400.
- Our people have experience and knowledge that is relevant to the financial, accounting, information technology, and other business considerations facing the Town.
- Our people are active members in various governmental finance organizations and associations, and maintain a strong professional relationship with the office of the Auditor of Public Accounts of the Commonwealth of Virginia, GFOA, VGFOA, and GASB.

People make the difference in professional relationships. We believe communication and personal chemistry are particularly important elements of client relationships, especially in the dynamic governmental arena. Our professionals are skilled in this field, and we expect you will feel comfortable with their expertise and 'round the clock' commitment to the Town.

Service Team Cont'd



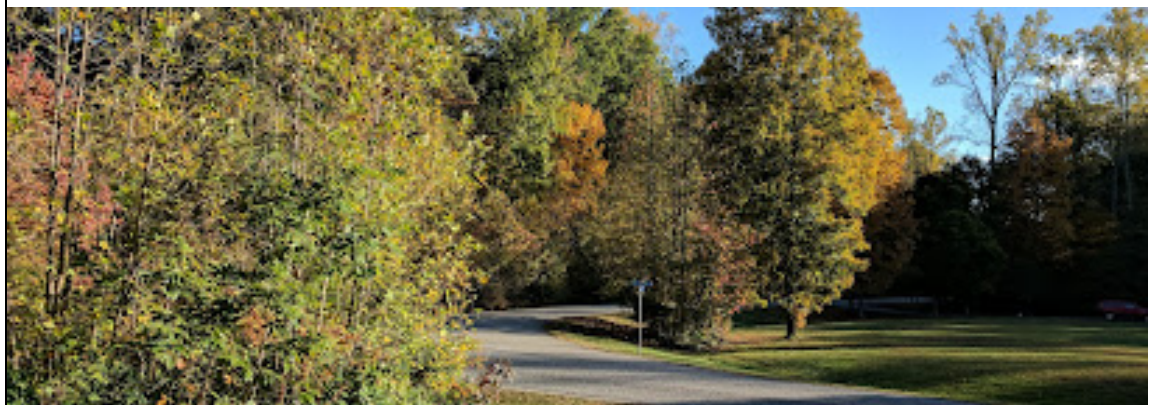
Chris Banta, CPA | Engagement Partner

Chris serves as the leader of Brown Edwards' State and Local Government Practice Group as well as serves as a key Not-for-Profit audit partner serving clients in Virginia, West Virginia, and Tennessee. Chris has been with the firm for over 21 years and is also a certified fraud examiner, providing litigation support, as well as fraud investigations and internal control evaluations. Chris also serves various other industries including beverage and other distributors, national fraternities, electric cooperatives, healthcare facilities, HUD properties, and not-for-profits. In addition, Chris serves as one of four Team Captains in the firm's peer review practice.

Chris holds a Bachelor of Business Accounting from Virginia Tech. He is a member of the Virginia Society of Certified Public Accountants, the American Institute of Certified Public Accountants, and the Institute of Management Accountants. In addition, he has been recognized as a "Super CPA" in the not-for-profit practice by Virginia Business magazine.

Chris is in compliance with all recent continuing professional education requirements required by the Government Auditing Standards, issued by the Comptroller General of the United States.

cbanta@becpas.com | 804.282.6000



Understanding of the Scope of Services

Brown Edwards understands all work to be performed as listed in the Town's Request for Proposal.

- Through consultation with management, develop a chart of accounts.
- Assist with reconciling cash basis financial reports.
- Prepare accrual schedules for the Town's payables and receivables and post the payable and receivable accrual journal entries to the cash basis trial balances in excel for all funds.
- Prepare a roll forward schedule of the Town's debt and accrued interest thereon.
- Update the Town's fixed assets listing and depreciation schedule for all funds.



References

Our firm is a leader in providing professional services to local governments throughout the Commonwealth of Virginia. A partial listing of clients is listed below.

Local Governments

Contact Information

Town of Wytheville, Virginia

PO Box 533
Wytheville, Virginia 24382

Mr. Michael Stephens

Treasurer
540.223.3333

County of Craig, Virginia

PO Box 308
New Castle, VA 24127

Ms. Kathy Jones

Accounting Assistant
540.864.5010

City of Portsmouth, Virginia

801 Crawford Street
Portsmouth, VA 23704

Ms. Mimi Terry

Deputy City Manager
757.393.8641

Lynchburg, Virginia EDA

900 Church Street, 2nd Floor
Lynchburg, VA 24504

Ms. Marjette Upshur

Director
434.455.4492

Town of Fincastle, Virginia

25 Bank Square
Fincastle, Virginia 24090

Mr. David Tickner

Town Manager
540.473.2200

Roanoke Valley Broadband

601 S Jefferson Street, Ste 110
Roanoke, VA 24011

Ms. Olivia Dooley

Chief Financial Officer
540.204.9200

City of Richmond, Virginia

900 E. Broad Street, Suite 305
Richmond, Virginia

Ms. Sheila White

Director of Finance
804.646.5667

Peer Review Report



8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809
225-922-4600 Phone — 225-922-4611 Fax — pncpa.com

A Professional Accounting Corporation

Report on the Firm's System of Quality Control

To the Partners of Brown, Edwards & Company, L.L.P.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Brown, Edwards & Company, L.L.P. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brown, Edwards & Company, L.L.P. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown, Edwards & Company, L.L.P. has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
September 17, 2021



TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM

AGENDA ITEM: Tab J Notice To Publish Public Hearing Notices

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision by Motion

PRESENTER: Reese Peck

PHONE: 540-894-5100

BACKGROUND / SUMMARY:

To implement the Budget as proposed we need to pass the meals tax and utility rates ordinances.

ATTACHMENTS:

Letter requesting road closure.

REQUESTED ACTION:

Motion to authorize the Town Manager to publish the public hearing notices for the utility rate increase ordinance, the meals tax increase ordinance and the road closure ordinance.

226 Louisa Avenue
Mineral, VA 23117

June 7, 2023

Council
Town of Mineral
312 Mineral Ave
Mineral, VA 23117

Re: Street Closure

Dear Council Members,

I am requesting that the undeveloped portion of St. Cecelia Avenue, between East 1st and East 2nd Streets, be permanently closed. This is the block with the Town water tower on it and it is not necessary to open the road to access any lot on the block as developed. Thus, I ask that it be permanently closed and the land appended to the adjacent lots. I spoke with my neighbors about it and there was no objection.

I understand that the cost of advertising this in the local paper for two weeks in a row will be billed to me for initiating this action. I agree to pay the bill.

Sincerely,

A handwritten signature in black ink that reads "Michelle V. Covert". The signature is written in a cursive style with a large, stylized "M" and "C".

Michelle V. Covert
703-328-2407