



Town of Mineral Meeting Minutes
Special Meeting Called by the Mayor to Conduct Monthly Business for February

February 20, 2023

Mayor Jarvis called the meeting to order at 6:30 p.m.

Roll Call:

Members Present

Ed Jarvis – Mayor
Blair Nipper – Vice Mayor
Ron Chapman
Bernice Kube
Rebecca McGehee

Others Present

Andrea Erard, Town Attorney, present electronically

Pledge of Allegiance.

Adopt/Amend Agenda

Councilwoman Kube asked that park benches be added to the agenda.
The Town Attorney advised that since this is a special meeting, the agenda cannot be amended unless all members are present.

Councilwoman McGehee asked that prayer be added to the agenda.
The Town Attorney advised that since this is a special meeting, the agenda cannot be amended unless all members are present.

The Mayor said that he would discuss prayer during his report.

Councilman Chapman asked about adding a closed session.
Mayor Jarvis said it would have to wait until Councilwoman McCarthy arrives.

Motion to approve the agenda made by Councilman Chapman, seconded by Vice Mayor Nipper.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye

Motion passed 4-0-0

Council Vacancy:

Mr. Thomas Runnett did not qualify after having been elected as a write-in in the November 2022 election; therefore, there is a Council vacancy. The Court has been notified of the need for a special election. Vacancy needs to be filled until the special election. Tony Wade has submitted his resume for consideration.

Motion to appoint Mr. Wade and authorize the Town Attorney to file for a Writ of Special Election made by Councilwoman Kube and seconded by Councilman Chapman. Councilwoman McGehee asked what the motion was. Mayor Jarvis repeated the motion. Councilwoman McGehee stated that Mr. Wade was definitely needed because he is a minister.

Mayor Jarvis advised Mr. Wade that he needs to go to the Circuit Court Clerk's Office to be sworn in and thanked him for volunteering.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye

Motion passed 4-0-0

Public Comment

Mayor Jarvis called for members of the public wishing to speak during the public comment session.

Rob Spedden, Chestnut Ave. expressed concern about communication in the Town and requested the use of social media to share information. Suggested that the website indicate that the website is being updated so that people know.

Olivia McCarthy arrived during Public Comment at 6:40PM

Susan Groome, Park Ave, the last two years the Town has not sent out real estate taxes to its residents. Residents are receiving a tax bill when the Mortgage company should be receiving it. Appreciates the snowflakes and the plants in Town. Concerned about mattresses in the yard, trees down, etc. She thinks it looks trashy and ghetto.

Tony Henshaw, Louisa Avenue, said the telephone line is hanging low on Louisa Avenue. Needs someone to call about this to raise the line. Streets have not been maintained for a while. Potholes that need attention. Wants to know what the code is about vehicles parked and left on the street. Offered to help with the streets.

Sharon McElway, Mineral Ave. said when she moved here in 2017 the Town Manager knew nothing about the Town. She had hoped to see more communication. Thinks there is a lack of communication. Trash is an issue. Disappointed that no one cleaned after the Homecoming Parade; still has trash coming into her yard. A couple of years ago a tree caught on fire in front of her house because it wasn't maintained and a tractor trailer pulled a power line down at seven in the morning she had to evacuate her three children and my husband and herself. Wants more transparency.

Bobby Carpenter, building a house on Louisa Avenue, suggested closing the train track. He's between the Town Shop and Loudoun Construction Company.

Mayor Jarvis said he would reach out to him.

Nancy Thomas: 44 Louisa Ave., thanked everyone for serving on Town Council. She asked that Mr. Morgan's property be cleaned up as it is unsightly and has been a problem for a while. She has asked VDOT for curbing on St. Cecelia; is asking for help with the drainage problem from that ballfield. Consider putting upcoming events in the water bills. There is a need for an additional exterior light to the extra parking area adjacent to the town office building. Also need sidewalk benches. Suggested photos of Town Council members at Town Hall so that people know who they are.

Chris Guerre, St. Cecelia, told council the old school property has been an issue for years. Legal enforcing obligation to comply. Two street lights out. One in front of the church, and one in front of Friendly Oaks.

Adopt /Amend Agenda

Motion to amend the agenda to add discussion of benches and a closed meeting made by Councilman Chapman, seconded by Councilwoman Kube.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

Bills

Councilwoman Kube made a motion to pay the bills and Vice Mayor Nipper provided a second.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

Town Manager/Mayor's Report:

- peddler's licenses went out
- town garage needed safety ladder
- truck policy- implemented fee of 50.00 for private use of dump truck

Council had a discussion related to dump truck use-consensus not to charge the fee going forward.

- dog complaints resolved
- Barbecue truck had previously set up next door and asked if he could do that again
- laundromat in town since 2017. A prior town manager authorized use up to 16,000 gallons for \$673 per month. Never approved by Council. Mayor sent owner a rescind notice effective Feb 1 and met with owner.
- Mineral Baptist church having water pressure issues. We have opened fire hydrants to see if there is a flow issue. They have 3 water meters. One has not been read in years.
- There are fire dept. and laundromat meters that we didn't know existed.

Councilman Chapman suggested an SOP for dealing with water issues.

Town Attorney Report

water & tax delinquencies

Beautification

Councilwoman Kube provided a report on park benches and stated that the Town needs to clean up its entry ways.

Fire/Legal

Councilwoman McGehee reported that there are fire hydrants without pressure and reminded everyone that there is a no burn law through April.

The Mayor stated that he has visited twelve businesses in Town to get input on what is right and what is wrong.

Planning Commission

Councilwoman McCarthy reported that the planning commission has met twice; there is no Comprehensive Plan because it ran out in December. Planning commission is focusing on the Comprehensive Plan and options for bringing in new businesses as well as code enforcement and the use of undeveloped land. There are no opportunities for children except the playground. Suggested a more walkable community. Expand sidewalks and limit truck traffic. Also need to bring the Town Code up to date and make it accessible.

Budget

Councilwoman Nipper provided a report on the budget schedule. Councilwoman McCarthy made a motion to approve the meeting schedule as presented with meetings starting at 6:30PM. Councilwoman Kube provided a second.

Vote:

Blair Nipper

Aye

Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	No
Olivia McCarthy	Aye

Motion passed 4-1-0

Cemetery

Councilwoman McGehee stated that cemetery decorations need to be removed by March 20th and that glass vases are not permitted. She said that Lewis Keller would like a sign at the entrance with the rules. Grass cutting may start sooner because of the weather. Councilwoman McGehee asked about cleaning the head stones.

Personnel

Councilwoman Chapman provided a personnel committee report and made a motion to accept the Clerk's resignation; the motion was seconded by Councilwoman McCarthy.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion Passed 5-0-0

Water/Sewer

Councilwoman Kube is working on the water and sewer rates and stated that the website is up to date.

Code of Ethics/Civility Pledge

Councilwoman Kube made motion to adopt the civility pledge and the code of ethics; Councilman Chapman provided a second. Councilwoman McGehee stated that she has loyalty she has God and her family. Councilwoman Kube called for the question.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	No
Olivia McCarthy	Aye

Motion passed 5-0-0

Budget Appropriation

Budget Approval & Appropriation Resolution

WHEREAS on February 20, 2023, the Mineral Town Council conducted a duly advertised public hearing on FY 2022-2023 budget in a total amount of \$1,622,301.00; and

WHEREAS the Mineral Town Council approved the FY 2022-2023 budget on June 2022 and appropriated in July 2022 the amount of \$801,150.50 and in January 2023 the Mineral Town Council appropriated \$200,000.00

WHEREAS the Mineral Town Council now seeks to appropriate the remaining funds in the FY 2022-2023 budget.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council, at its meeting on February 20, 2023, that the amount of \$611,150.50 as set forth in the FY 2022-23 budget document, is hereby appropriated for immediate expenditure.

A motion was made by Councilman Chapman to approve the budget resolution; Councilwoman Kube provided a second.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

Closed Session

Vice Mayor Nipper made a motion to go into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) for the discussion or consideration of the hiring of a town manager; Councilman Chapman provided a second. Mr. Wade sat in on the closed meeting.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion padded 5-0-0

The Mayor declared a five-minute recess at 8:45 PM.

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 Vice Mayor Nipper.

Vote:

Blair Nipper	I so certify
Ron Chapman	I so certify

Bernice Kube I so certify
Rebecca McGehee I so certify
Olivia McCarthy I so certify
Motion passed 5-0-0

Councilman Chapman made a motion to set a meeting of Council on Friday, February 24, 2023 at 6:30 PM for the purpose of going into closed meeting to interview candidates for the position of Town Manager. Councilwoman Kube provided a second.

Vote:

Blair Nipper Aye
Ron Chapman Aye
Bernice Kube Aye
Rebecca McGehee No
Olivia McCarthy Aye
Motion passed 5-1-0

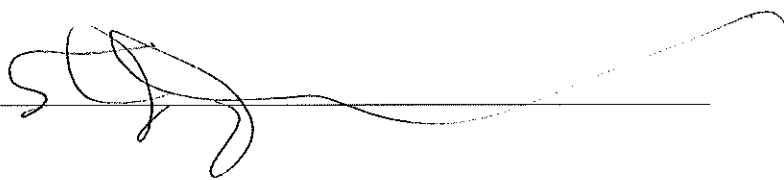
Adjournment

Councilwoman Kube made a motion to adjourn; Vice Mayor Nipper provided a second.

Vote:

Blair Nipper Aye
Ron Chapman Aye
Bernice Kube Aye
Rebecca McGehee Aye
Olivia McCarthy Aye

Minutes respectfully submitted by Andrea Erard

Mayor 

Acting Clerk _____