



Town of Mineral Meeting Minutes
Continued Meeting from June 12, 2023 to June 22, 2023

Mayor Jarvis reconvened the meeting at 6:31 p.m.

Present

Ed Jarvis, Mayor
Blair Nipper, Vice Mayor
Ron Chapman
Dr. Michelle Covert
Bernice Kube
Rebecca McGehee

Absent

Olivia McCarthy

Staff Present

Reese Peck, Town Manager

Mayor Jarvis reconvened the meeting from Jun 12 and welcomed the newest member of the council Dr. Michelle Covert.

Adopt Agenda

Ron Chapman made a motion to adopt the agenda as presented. Second Bernice Kube.

Rebecca McGehee - Yes
Ron Chapman - Yes
Vice Mayor Nipper - Yes
Bernice Kube – Yes
Dr. Michelle Covert – Yes

Motion Passed 5-0-0

Budget Overview

Reese Peck, Town Manager, explained the budget process. He told council that each year council puts a budget together. A public hearing is held and by law you have to wait seven days

before adopting the budget. He said it is a plan or best guess where the expenditures and revenues will be. It does not appropriate the money, it outlines what the plan is for the year. The next step is to appropriate the money up to the maximum levels. He told the council that as the year progresses things may switch between line items. If the budget increases on the expenditure side by one percent the process will start over again.

Councilwoman McGehee asked what is the landfill charge?

Peck explained that even though the town was reimbursed for those charges it had to show it in the budget. He said the charge was an estimate. The town has had no record keeping for the last two years. He said that there is a new team that specializes in these matters for \$30,000. New software has also been purchased which will set up separate enterprise modules up to USDA standards.

Councilwoman McCarthy joined the meeting at 6:40 p.m.

Councilwoman McGehee asked how much was the town paying for water per year. Reese Peck told McGehee that the town had \$90,000 budgeted this year for wastewater and \$60,000 for water. McGehee asked if wastewater was sewer. Peck confirmed. She asked what was spent the previous year. Peck said he did not have those records. Peck said the town has overspent in both categories substantially this year, and the year before was worse.

Peck said there were still issues with manholes and the well, therefore more funds were put in the budget because it has been under funded each year.

Audits need to be done in order to get a preliminary engineering study.

McGehee asked what was the perpetual care fund?

Peck said by state law the cemetery has to be maintained after lots are all sold. He said it was an estimate of how many lots were going to be sold and a 10% estimate looking at historical trends.

McGehee also asked what was the debt service. Peck said it was the USDA loan for the town building and the water upgrade which was done years ago. McGehee said she was understanding there was a bid out. Peck said that money was fully spent.

Peck said USDA would be coming in to assess rates and they may say that the rates still need to be increased.

McGehee said she thought that a 35% over 3000 base rate for sewer was too much. She said people with sewer are having to pick up and she did not like that. Peck said there are grants that could help and groups that would come in to help with an analysis. But until then, council would have to work with what they have.

Mayor Jarvis read Resolution 2023-05

TOWN COUNCIL OF MINERAL RESOLUTION

APPROVING THE FY2023-2024 FISCAL PLAN

WHEREAS, THE TOWN COUNCIL OF MINERAL, VIRGINIA, HAS RECEIVED BUDGET REQUESTS FROM THE TOWN MANAGER FOR PREPARATION OF THE BUDGET FOR FISCAL YEAR 2023-2024.

WHEREAS THE COUNCIL HAS PUBLISHED NOTICE OF THE PROPOSED BUDGET BASED ON SUCH REQUESTS, HELD A PUBLIC HEARING ON THE PROPOSAL, AND CONSIDERED THE PROPOSED BUDGET IN TERMS OF THE PUBLIC HEALTH, SAFETY, AND WELFARE.

WHEREAS THE COUNCIL HAS HERETOFORE PREPARED A BUDGET FOR FISCAL YEAR 2023-2024 FOR INFORMATION AND FISCAL PLANNING ONLY; AND,

WHEREAS THE COUNCIL IS NOT OBLIGATED TO APPROPRIATE OR COMMIT ALL FUNDS FOR ANY ITEMS INCLUDED IN THE PROPOSED BUDGET AND NO FUNDS MAY BE DISBURSED WITHOUT AN APPROPRIATION BY THE TOWN COUNCIL OF MINERAL.

NOW, THEREFORE, BE IT RESOLVED, THAT THE FISCAL YEAR 2023-2024 A REVENUE BUDGET OF \$1,276,684 AND EXPENDITURE BUDGET OF \$1,276,684 ARE ADOPTED FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND EXTENDING TO JUNE 30, 2024, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER.

BE IT FURTHER RESOLVED THAT THE APPROVAL OF THIS BUDGET SHALL NOT CONSTITUTE AN APPROPRIATION OF FUNDS.

ORDERED THIS THE 22nd DAY OF JUNE 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

Motion Councilman Chapman. Seconded by Vice Mayor Nipper.

Ron Chapman - Yes

Dr. Michelle Covert - Yes

Bernice Kube - Yes

Olivia McCarthy - Yes

Rebecca McGehee - No

Vice Mayor Nipper – Yes

Motion Passed 5-1-0

Resolution 2023-06

R-2023-006

Mayor Jarvis read the resolution to appropriate funds, Resolution 2023-006.

TOWN OF MINERAL APPROPRIATION OF ADOPTED TOWN
OPERATING BUDGET FOR FISCAL YEAR 2023-2024

IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF MINERAL, VIRGINIA, THAT THE FOLLOWING ANNUAL APPROPRIATIONS OF FUNDS ARE MADE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER:

MINERAL, VIRGINIA ADOPTED EXPENDITURE BUDGET

FISCAL YEAR 2023-2024

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF MINERAL, VIRGINIA, THAT THE APPROPRIATIONS FOR FISCAL YEAR 2023-2024, BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024, BE MADE AS FOLLOWS:

1. ALL APPROPRIATIONS ARE DECLARED TO BE MAXIMUM, CONDITIONAL, AND APPROPRIATE APPROPRIATIONS, THE PURPOSE BEING TO MAKE THE APPROPRIATIONS PAYABLE IN FULL IN THE AMOUNTS NAMED HEREIN, IF NECESSARY, AND THEN ONLY IN THE EVENT THE REVENUES COLLECTED AND OTHER RESOURCES AVAILABLE DURING THE YEAR ENDED JUNE 30, 2023, FOR WHICH THE APPROPRIATIONS ARE MADE, ARE SUFFICIENT TO PAY ALL THE APPROPRIATIONS IN FULL; OTHERWISE, THE SAID APPROPRIATIONS SHALL BE DEEMED TO BE PAYABLE IN SUCH PROPORTION AS THE SUM OF ALL REALIZED REVENUE IS TO THE TOTAL AMOUNT OF THE REVENUES ESTIMATED BY THE TOWN COUNCIL OF MINERAL TO BE AVAILABLE FOR APPROPRIATION IN THE YEAR ENDING JUNE 30, 2024.

2. THE TOWN COUNCIL OF MINERAL RESERVES THE RIGHT TO CHANGE DURING ANY TIME DURING SAID FISCAL YEAR THE COMPENSATION SO PROVIDED TO ANY OFFICER OR EMPLOYEE OR TO ABOLISH ANY OFFICE OR POSITION EXCEPTING SUCH OFFICE OR POSITION AS IT MAY BE PROHIBITED BY LAW FROM ABOLISHING.

3. FURTHER, THE TOWN MANAGER IS AUTHORIZED TO MAKE SUCH REARRANGEMENTS OF POSITIONS AND APPROPRIATIONS WITH THE SEVERAL DEPARTMENTS UNDER THE CONTROL OF THE TOWN COUNCIL THAT MAY BEST MEET THE NEEDS AND INTERESTS OF MINERAL, VIRGINIA; AND THE TOWN MANAGER IS AUTHORIZED TO MAKE TRANSFERS OF FUNDS FROM ONE LINE ITEM TO ANOTHER WITHIN AND BETWEEN ANY APPROPRIATION.

4. THE TOWN MANAGER MAY INCREASE APPROPRIATIONS FOR THE FOLLOWING ITEMS OF NON-BUDGETED REVENUE THAT MAY OCCUR DURING THE FISCAL YEAR: A. INSURANCE RECOVERIES RECEIVED FOR DAMAGE TO TOWN VEHICLES OR OTHER PROPERTY FOR WHICH TOWN FUNDS HAS BEEN EXPENDED TO MAKE REPAIRS. B. REFUNDS OR REIMBURSEMENTS MADE TO THE TOWN FOR WHICH THE TOWN HAS EXPENDED FUNDS DIRECTLY RELATED TO THAT REFUND OR REIMBURSEMENT. C. ADDITIONAL, UNBUDGETED GRANTS RECEIVED DURING THE FISCAL YEAR FOR WHICH THERE IS SUFFICIENT REVENUES TO DEFRAY EXPENDITURES.

5. THE TOWN MANAGER MAY APPROPRIATE BOTH REVENUE AND EXPENDITURES FOR DONATIONS BY CITIZENS OR CITIZEN GROUPS IN SUPPORT OF TOWN PROGRAMS. ANY

REMAINING UNENCUMBERED BALANCE OF A RESTRICTED DONATION AT THE END OF THE FISCAL YEAR WILL BE REAPPROPRIATED INTO THE SUBSEQUENT FISCAL YEAR.

BE IT FURTHER RESOLVED THAT THE TOWN MANAGER IS AUTHORIZED TO PRE- APPROVE ACCOUNTS PAYABLES INVOICES FOR PAYMENT AROUND THE 10TH AND AROUND THE END OF EACH MONTH PRIOR TO FORMAL APPROVAL BY TOWN COUNCIL OF MINERAL. FORMAL APPROVAL BY THE TOWN COUNCIL OF MINERAL WILL BE MADE DURING THE MEETING OF THE MONTH FOLLOWING THE ACTUAL PAYMENT OF THE BILLS. THIS PROCEDURE WILL ENABLE THE TOWN TO AVOID PAYING PENALTY AND INTEREST CHARGES FOR THE LATE PAYMENT OF INVOICES.

ORDERED THIS THE 22nd DAY OF JUNE 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

Motion to appropriate funds made by Vice Mayor Nipper, Second councilman Chapman

Vice Mayor Nipper - yes

Rebecca McGehee – No

Olivia McCarthy - yes

Bernice Kube - Yes

Ron Chapman – Yes

Michelle Covert - Yes

Motion Passed 5-1-0

Resolution 2023-007 Zoning Administrator appointment

Councilwoman Covert stated that she had been on the board of zoning appeals for 13 years and the zoning administrator had always been the town manager. She asked why council was splitting it off.

Councilman Chapman said as a member of the personnel committee that it was their goal to try to limit the amount of responsibility of things the town manager has to get through. He said that the committee was trying to reevaluate and not try to dump the entire town on one person.

Councilwoman Covert asked if it was a volunteer or a paid position.

Councilman Chapman said it would be a paid position with a limited number of hours.

Reese Peck explained that the person that was originally contacted about the job had had several people leave and was no longer able to help with the town's zoning. Peck said he did know of another individual. He said he had used him in the past. He said he had all the certifications and is very experienced. He said the resolution for appointment would probably be on the agenda for July 10 and that it needed to be in resolution form.

Councilman Chapman asked if the council would be able to meet him.

Peck said that he would ask him to Zoom in.

Resolution 2023-008 Councilmember Participation in the Employee Supplement Insurance Plan

Mayor Jarvis read the resolution.

A RESOLUTION TO PERMIT COUNCIL MEMBER PARTICIPATION
IN THE EMPLOYEE SUPPLEMENT INSURANCE PLAN

WHEREAS the Town of Mineral on June 12, 2023, adopted an Employee Supplemental Insurance Plan with Combined Insurance.

WHEREAS the plan under restricted circumstances will allow for the participation of Council members.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mineral will allow council members under the restrictions of the plan to purchase insurance at their own expense.

ORDERED THIS THE 22nd DAY OF JUNE 2023.
THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE
FOLLOWING:

Mayor Jarvis said that earlier the council had provided the opportunity for staff to have supplemental insurance. Since then members of council had expressed their interest in getting supplemental insurance at their own expense.

Reese Peck said that there were restrictions and he had asked for clarification from the representative. He said that once he had the answers he would forward them to the council.

Councilman Chapman said that he just needed to recall the motion for the supplemental insurance and add council. However, Mr. Peck stated that it needed to be done by resolution.

Councilman Chapman made the motion, Councilwoman McCarthy provided the second to approve;

Rebecca McGehee – Yes
Vice Mayor Nipper - Yes
Olivia McCarthy - Yes
Bernice Kube – Yes
Dr. Michelle Covert - Yes
Ron Chapman – Yes

Motion Passed 6-0-0

Motion to Adjourn Vice Mayor Nipper, Second Councilwoman Kube.

Rebecca McGehee - Yes

Olivia McCarthy - Yes

Ron Chapman - Yes

Vice Mayor Nipper - Yes

Bernice Kube - Yes

Dr. Michelle Covert – Yes

Motion Passed 6-0-0

Meeting Adjourned.

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor 

Clerk Bernice W. Kube