



Town of Mineral Meeting Minutes
October 10, 2023

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

Members Present

Ed Jarvis, Mayor
Blair Nipper – Vice Mayor, Present Via Zoom
Ron Chapman
Michelle Covert
Bernice Kube
Olivia McCarthy
Rebecca McGehee

Others present

Catherine Lea, Town Attorney

Pledge

The Mayor asked for all present to stand for the Pledge of Allegiance.

Agenda

Mayor Jarvis asked if there were any additions to the agenda. Councilman Chapman made the motion to adopt the agenda as presented. Councilwoman Covert seconded the motion.

Blair Nipper – Yes
Rebecca McGehee – Yes
Olivia McCarthy - Yes
Ron Chapman – Yes
Bernice Kube – Yes
Michelle Covert – Yes

Motion Passed 6-0-0

Public Comment

Thomas Runnett, 216 Albemarle Avenue. Runnett said he had three issues. He first spoke in favor of the proposed gas pumps at Millers Market. He also spoke in favor of upgrading the water system and told council he was against the town obtaining the old school property.

Chris Guerre, 80 St. Cecilia Ave. He said he absolutely would support Miller’s Market putting in gas tanks. He said it would be a benefit to the citizens and would improve a street that has abandoned homes on it for years. He said to let the businesses thrive. He said he would like to see the fire hydrants fixed. He also said something needed to be done with the old school property. He told council that they were the one authority that could address the issue. He said to use the town and state code to hammer on whomever is letting it happen.

The mayor closed the public comment.

Minutes

The mayor told council that the September minutes were not available yet but the minutes in the packet were for the deed acceptance ceremony.

Motion to accept the minutes for the deed acceptance ceremony was made by Councilwoman McGehee and seconded by Councilman Chapman.

- Michelle Covert – Yes
- Blair Nipper – Yes
- Bernice Kube – Yes
- Ron Chapman – Yes
- Olivia McCarthy – abstain
- Rebecca McGehee – Yes

Motion Passed -5-0-1

Bills

Councilman Chapman asked if the battery backups were used at the individual computer stations. The Mayor told Chapman that the backups were used at the computer stations and cost approximately \$190.

The mayor asked for a motion to approve the bills. Councilwoman Kube made the motion to pay the bills. A second was provided by Councilman Chapman.

- Michelle Covert – Yes
- Rebecca McGehee -Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Blair Nipper – Yes
- Bernice Kube – Yes

Motion Passed 6-0-0

Town Attorney Report

Catherine Lea, Town Attorney, reported she had met with members of council, reviewed the code, and that she would be looking for the recommendations of council on specific matters. Lea said she has conferred with the former town attorney on issues that she is wrapping up. Lea said she had already gone to the circuit court and had been sworn in and was now official.

DMV

Shannon Hawkins, DMV Manager, gave the DMV report. She said that last month the DMV was the top producer in the state of Virginia. She thanked the council and told them they had played a huge roll in that by providing new computers and printers. She said they now have a new titling room which will give the ability with double the clerks to do double the work. She said she hoped that it would become a trend that the Mineral DMV would be number one of 66 and not number three. Hawkins said that once the new system is up and running she would like to cross train clerks to do some of the town tasks. She reported that a new position had been created called a dedicated title specialist. They would be working with the title vendors that come in as well as the big businesses and corporations.

The Mayor asked Hawkins to pass it on to her staff, "a job well done."

Beautification and Parks

Councilwoman Kube reported for beautification. She said that she along with Councilwoman McGehee had attended the Little League monthly meeting. She said that they had offered their support and help to the Little League. She told council that the one thing the Little League had requested was to have the sewer brought to the concession stand. Little League said that if the sewer were to be connected that they would fix the restrooms. The other thing that was discussed was the need for a dumpster at the field. With no place to dispose of their trash the Little League received complaints from the public for trash left on the field and in the trash cans. A four-yard dumpster would be \$125 with a once a week dump and a six yard would be \$162 per month. We would need to provide a lock so the general public can't use it.

Mayor Jarvis said he had talked with Hank Staudinger about the situation. The Mayor said he had asked Hank to come up with a design for sewer to the restrooms that would meet the needs of the Little League and could also run over to the property where the town homes were approved across the road on St. Cecelia, to also serve them. Jarvis said that Staudinger had estimated the cost to be between 25-30 thousand.

Mayor Jarvis said that he had the maintenance crew go over and dump the trash a couple times a week and it would be easier for them if they could just dispose of it in a dumpster instead of hauling it away. However, the dumpster needed to be locked so that it could not be used by the general public.

Councilman Chapman asked what the county does as far as maintenance? Councilwoman Kube said the county had placed the playground equipment in the park and that they maintain the equipment, but that was all they do. She said the park belongs to the town.

Catherine Lea, Town Attorney asked council if there was any agreement or MOU with the Little League.

Mayor Jarvis answered that maybe a long time ago.

Councilwoman McGehee said that she understood that there was an agreement but as to where it was she had no idea.

Website

Councilwoman Kube said that one of the agreements with the Whitlock Family was that a webpage on the town's website will tell about the Whitlock family. She told council that the page is up and live on the site. She also told council that planning commission minutes, agenda and video is up on the website as well.

Mayor Jarvis said that there are things on the website that needed to be posted per the USDA. Councilwoman Kube responded that the town manager sent her a statement and the statement is at the bottom of the website. <https://www.townofmineral.com/wp-content/uploads/2023/09/Nondiscrimination-Statement-Full.pdf> is listed under the water and sewer rates.

Buildings

Kube asked the mayor where they were on replacing the garage door on the building at Whitlock Park. He answered that he would have to find out.

Utilities

Councilwoman Kube told the council that a meeting of the utility committee would be scheduled in the near future.

Planning Commission

Councilman Chapman reported that the planning commission had minutes and video for the first time in multiple years. He reported that the planning commission had met with the Thomas Jefferson Planning District Commission and are working on what the scope of the cost would be for work on the comprehensive plan. The commission changed their meeting to the fourth Thursday of each month.

Due to Councilman Chapman being sick and not at the meeting, Mayor Jarvis told council that the planning commission had elected Edward Kube as a temporary chairman and would elect a permanent chairman at the next meeting.

Personnel

Councilman Chapman said that the personnel committee was still working on the Personnel Policy Manual, one policy at a time.

Social

No Report

Cemetery

Councilwoman McGehee reported the field will be bush hogged. She said they cut the field three times a year.

Fire and Police

Councilwoman McGehee reported that the police activity was as usual such as speeding. She reported that the fire department will be holding a fundraiser November 11. She said the fundraiser will be the \$10,000 give away. She said a steak dinner will be provided with the fundraiser. McGehee reported that she had talked with Garland Nuckols, Town of Louisa Mayor, about the fire hydrants. She said they had put in new hydrants with a grant they received. She said he would get back to her with the information. She said she had talked to Hank Staudinger about the replacement parts and she thinks that new hydrants will have to be purchased. She said it is taking a long time to get parts and recommends that the town just replace them.

Vice Mayor Nipper said the grant would have to wait until the audit was completed. Mayor Jarvis commented that the audit was a definite speed bump.

Mayor Jarvis again recognized Runnett, who declared that he had been the former chair of water and Sewer. He told council that when he went to order replacement hydrants there were none available. He said they went to all the vendors so they ordered part. Some came in and some did not. He pointed out the areas where new hydrants were needed.

Vice Mayor Nipper said that Staudinger had been calling to check on the parts each week for some time.

Councilwoman Covert asked if volunteers could paint the hydrants. Mayor Jarvis said he would like to take an IOU. He would hate for someone to paint something and it be the wrong paint for instance.

Stolen Water

Councilwoman McGehee asked what was the story on someone stealing water? Mayor Jarvis said the town had noticed that it was losing quite a bit of water. A local business owner was working on his truck early in the morning and heard noises. He came from under the truck and noticed persons hooking up to the fire hydrant next to his house. They were filling a large tank full of water. When they saw him they unhooked and hurriedly left the scene. Mayor Jarvis said after that the town was on a scavenger hunt for about two weeks. He said he had put the word out to area businesses and others in town to keep an eye out.

Jarvis said he was coming out of east 5th St. and when he stopped at the stop sign, he saw two trucks with seven individuals hooked to the fire hydrant. He stopped them and asked what they were doing. He said they told him that they had permission from the town. Jarvis said he told them if that were so he would have been informed. He called the sheriff who was told they had taken water only four or five times. Jarvis said it turned out they were a subcontractor for Firefly. He said they needed water for the boring machines used in the fiber laying process. Jarvis said he called the Mineral District Supervisor and told him the town wanted restitution. He said he told the supervisor that the town had just raised the water rates on their citizens and here they were stealing water. He said the subcontractor is supposed to be getting with the town office for repayment.

Councilwoman Covert said that she has observed persons hooking up to the hydrants. Mayor Jarvis said if seen to report it to the town office.

Councilwoman Kube said that a citizen had contacted her to ask for the meters to be read consistently. He said that he had gone over the minimum because it was read on the 37th day instead of 30 days. Patricia Finch, Town Treasurer, said that she had gone on vacation and it was an unusual month.

Budget

No report.

Old Business

Maintenance of Little League Complex Trash Dumpster

Motion to place the 4-yard trash dumpster at the Little League complex with a lock and to dump weekly was made by Councilwoman Kube and seconded by Councilwoman Covert.

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

Motion Passed 6-0-0

Mayor Jarvis asked staff to coordinate the dumpster with Chris Guerre so that it is less offensive to adjoining property owners.

Sewer to concession stand

Councilwoman McGehee made the motion to run sewer past the concession stands to be able to connect to the bathrooms at the little league complex. Also running the line under St. Cecelia to the proposed town homes to be built before the next little league season. Councilwoman Kube Seconded the motion.

Councilwoman McCarthy asked if it was in the budget. Mayor Jarvis said that council would have to appropriate more funds to the budget at a later date.

- Michelle Covert – Yes
- Bernice Kube – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Abstain
- Rebecca McGehee – Yes
- Blair Nipper – Yes

Motion Passed 5-0-1

Foundation Lease Agreement

Mayor Jarvis said that he wanted to put the foundation lease on the agenda so that everyone knew there was a legal lease. He said since it was a new council he wanted to know if there were any modifications or changes. He said the new council would at least know what's happening.

Ron Chapman, President, Mineral Historic Foundation, said they would meet in the next week or two to discuss the charges and he said the Foundation is still waiting on the town to send those bills. Chapman said he needed actual copies of the bills. He said the Town doesn't pay off of email's and neither does the Foundation. He said he needed to be able to back the expenditure with an actual bill.

Christmas Décor

Councilman Chapman asked to confirm that the Christmas tree lighting was Dec. 9th and the tree would be ordered. He said they usually got a 10 ft. tree at a cost of approximately \$125.00. He would like the tree up by Dec. 1st.

Councilwoman Kube told members of the council that this year due to extremely high bids for moving the bands from the old poles to the new poles that once again this year the snowflakes would have to be hung on the old poles and plugged into the new poles.

Mayor Jarvis requested that the maintenance team check out the lights on the snowflakes.

New Business

Conditional Use Permit by Miller's Market for the addition of gas pumps. Mayor Jarvis said a formal vote by the planning commission to allow the request to go forward was passed. Jarvis said what was before council was to authorize the planning commission to set a public hearing on the matter.

Councilwoman McGehee made a motion to authorize the planning commission to set a public hearing on the CUP for Miller's Market to install gas pumps. Councilman Chapman seconded the motion.

Michelle Covert – Yes

Bernice Kube – No

Blair Nipper – Yes

Ron Chapman - Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-1-0

Councilwoman Kube said she thought the request needed to be for a rezoning not a CUP.

Closed Session

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Mineral Town Council convene in closed session to consider a personnel matter, the interviewing and appointment of a Town Clerk, and in accordance with Section 2.2-3711(A)(7) of the Code of Virginia, to consult with legal counsel on a specific legal matter requiring the provision of legal advice by counsel, and in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the disposition of publicly held real property, specifically the property known as the old town jail and the purchase real property for a public purpose, specifically, supplemental recreational property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion to go into closed session was made by Councilman Chapman and seconded by Councilwoman Kube.

- Blair Nipper – Yes
- Rebecca McGehee – Yes
- Olivia McCarthy - Yes
- Ron Chapman – Yes
- Bernice Kube – Yes
- Michelle Covert – Yes

Motion Passed 6-0-0

Certification that to the best of their knowledge only public business matters lawfully listed were discussed in closed session.

- Michelle Covert – I so certify.
- Bernice Kube – I so certify.
- Ron Chapman – I so certify.
- Olivia McCarthy – I so certify.
- Rebecca McGehee – I so certify.
- Blair Nipper – I so certify.

Certification 6-0-0

Councilman Chapman made the motion to appoint Amanda Nguyen as the town clerk. Olivia McCarthy seconded the motion.

- Michelle Covert – Yes
- Bernice Kube – Yes
- Ron Chapman – Yes
- Olivia McCarthy - Yes
- Rebecca McGehee – Yes
- Blair Nipper – Yes

Motion Passed 6-0-0

Councilman Chapman made the motion to adjourn which was seconded by Councilwoman McCarthy.

Michelle Covert – Yes

Bernice Kube – Yes

Ron Chapman – Yes

Olivia McCarthy - Yes

Rebecca McGehee – Yes

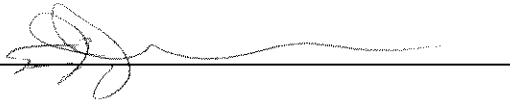
Blair Nipper – Yes

Motion Passed 6-0-0

The meeting was adjourned.

Minutes respectfully submitted by Bernice Wilson Kube

Mayor



Clerk

