



Town of Mineral Meeting Minutes
November 16, 2023

Members Present

Ed Jarvis – Mayor
Blair Nipper- Vice Mayor
Ron Chapman
Bernice Kube
Olivia McCarthy
Michelle Covert
Rebecca McGehee

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

Pledge

The Mayor called for the Pledge of Allegiance.

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

Agenda

The mayor asked if there were any other items to be added to the agenda. The agenda was amended to include the utility meeting, Resolution 2022-03, and the financial state of the town. The Whitlock sign Tab I was postponed to the next meeting and Tab E (Mineral Historic Foundation Lease Agreement Update) was removed.

Motion to approve the agenda as amended was made by Councilman Chapman.
Seconded by Councilwoman Kube.

Blair Nipper- Yes
Bernice Kube – Yes
Michelle Covert- Yes
Ron Chapman – Yes
Olivia McCarthy – Not present to vote
Rebecca McGehee – Yes

Motion Passed 5-0

Public Comment

Michael Leman 511 Mineral Ave- Mr. Leman raised concerns about the water and sewer infrastructure within the town. He is also concerned about the spending of funds and about the town following the fire hydrant laws.

Minutes for 09.11.23

Part of that meeting was not recorded. Councilman Chapman mentioned working with Councilwoman Kube to write the minutes.

Minutes for 10.10.23

Councilwoman McCarthy arrived at 6:41

Councilman Chapman made the motion to approve the minutes as presented.
Seconded by Vice Mayor Blair to accept the minutes as presented.

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

Motion passed 6-0

October 2023 Bills

Councilman Chapman made a motion to approve the bill as presented.
Seconded by Councilwoman Kube.

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

Motion passed 6-0

Town Attorney Report- Catherine Lea

Since her last report, she has prepared and responded to council member questions, reviewed town files and documents, directed documents, and consulted with council members.

DMV Report- Shannon Hawkins

The DMV earns 5% of its income monthly, with a high probability of breaking over \$400,000 by the end of the year. The expenses for running the DMV are around \$299,000, including employee, pay phone, and internet costs. The DMV contributes around \$140,000 net revenues to the town, comparatively the real estate and personal property tax bring in about \$125,000.

Shannon also mentioned wanting more advertising. She agreed to get the costs for logos for the front doors as well as "DMV" sign for behind the counter and present it to the next meeting.

Mayor/Manager Reports-

The Mayor informed the Council that the Town Manager- Mr. Peck resigned as of 4:30pm on 11/16/2023. He also presented a Project Close Activity List left from Mr. Peck.

The Mayor also informed the Council that the Town Treasurer gave her notice that her last day will be December 31st, 2023.

The Mayor discussed the transition from traditional government and municipal vacation time to paid time off (PTO) with the staff. He mentioned 17 paid holidays and 136 hours of PTO available for employees. The Council will determine how much PTO employees can roll over to the new year, with some municipalities offering five days. The Mayor also mentioned the need for electronic pay, allowing 26 pay periods in line with government and county regulations. He met with Blue Ridge Banking to set up this system. The Council and Personnel Committee will need to decide on how to pay employees with leave time or allow a longer period to use accumulated leave time after the first of the year. The Mayor also mentioned clarification on exempt employees versus nonexempt employees and the need for a new ordinance to allow town fees for PTO. The speaker emphasized the importance of these changes to the organization's operations.

The town needs to authorize a new ordinance to allow fees for collections and bonuses for employees. The current system lacks a mechanism to call a company to collect taxes or back taxes. The ordinance under Virginia Cover 581-3958 would allow for this. Additionally, an ordinance would allow for bonuses or merit pay incentives, which the council may consider using in the future.

As committees prepare for the new year, they will identify their top three priorities: helping the town for the good through legislation, ordinances, and putting these together to create a collective bucket list for January.

Utility Committee

They discussed a sewer line repair on West Third Street, Richmond Avenue project, and Ball Field project. Materials have been ordered; some have already arrived. The manhole is ordered, and the project is due to be put on the schedule.

Cemetery Committee

Maintenance is working on getting the flag back up at the cemetery. They have new rope but need to get a bucket truck to hang it.

Fire Report

The smoky atmosphere is due to wildfires in Bath County. There is a burn ban in effect, urging the public not to burn at this time.

Personnel Committee

The personnel committee meeting was canceled last month, so the committee will reschedule a meeting to discuss candidates for the manager. The council is asked to assist in creating the policy and a timeline to present applicants to the council. The committee will post ads for the position, and they already have two applications. The attorney recommends having an ad, advertising for a minimum of five days, and having it appropriately visible. The committee will post the ad to the town website, the local newspaper and to the VML site.

Whitlock Park Estimates

The council spoke about the Whitlock Park estimates including two estimates for the roof. One estimate is from WA Lynch for \$87,349 and another is from McAra Roofing for \$54,060. They also discussed possibly demolishing the building and building a pavilion instead due to the costs of repair. The discussion was deferred to next month's meeting.

Christmas Snowflakes

The council discussed the two estimates presented to install the snowflake and move the brackets.

Motion made by Councilwoman Kube to hire Harper Electric to put up the snowflakes the same way they were put up last year and to contract with them after Christmas to move the brackets. Seconded by Councilwoman McGehee.

IT Update

Fred Vegas, the IT contractor gave a synopsis of his work history and backtracked the sequence of events. In April 2003, Town Hall experienced a power surge, causing a server to die. This led to a shift in the project from network management support to replacing equipment, including the old domain controller. The domain controller was critical as it was the worst-case scenario in a network, as it held all user login information, passwords, credentials, profiles, and data. Once the server died, workstations lost contact with the domain controller, preventing them from validating users and administrators. Two weeks later, another peripheral, a Netgear Poe 48 switch also died, causing the DMV to be dead on its tracks. With the help of Dockside Realty and Mr. Dave Moberly, the DMV was able to connect to the internet and access DMV Select. To replace the old equipment, the DMV used a Dell account and a CDW account, presenting quotes to replace the old equipment and replace the aging equipment. The Rico printers were replaced with new ones, and the DMV stations were up and running. Fred also mentioned that the generator does not have enough circuits to power the town hall meeting room. Fred expressed his concerns with the generator surging. The Mayor said that he can put the building on generator while he's doing his work for three days. Fred agreed that he could finish the servers by the first week of December.

Little League Dumpster

The council agreed to delay installation of the little league dumpster until Spring when little league starts again. They will also do a bit more research into the dumpster that was there before at no cost.

Family Leave Act

An administrative correction. The council discussed the policy regarding family leave, specifically stating that eligible employees can request a maximum of twelve weeks of leave, not two weeks. The policy was originally approved several months ago and was mistyped, causing confusion. Eligible employees can request a maximum of twelve weeks of family leave, and married employees can be restricted to a combined total of twelve weeks, an administrative correction that aligns with state regulations.

PTO Transition Plan

The Mayor let council know that they are going to need to make a motion if they want to accept the new PTO plan and if so they need to make a decision on whether to pay out the accumulated leave that employees have or to give them an extended time period to use it. The manager will poll staff to determine what they prefer as well as get a report on how many hours staff has accumulated in leave.

Thomas Jefferson Planning District Commission

Councilman Chapman explained the what the TJPDC is and their full scope of work as well as the 2024 Comp Plan. Councilwoman Covert brought up concerns of the cost and she would like the town and Planning Commission more involved. The Attorney told the council that they need to have a public hearing due to the cost being over 1% of the overall budget.

Councilwoman Kube made a motion to approve the public hearing and set it for the next meeting (December 11th, 2023) where the focus is approving the expenses for the creation of the comprehensive plan.

Councilman Chapman seconded the motion.

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

Motion passed 6-0

Resolution 2023-11

The council agreed to reach out to the TJPDC to ask if they know of anyone who would be willing to be our Zoning Administrator. For the time being all requests will be forwarded to the town Mayor.

Resolution 2022-03

Councilwoman Kube made a motion to rescind Resolution 2022-03.
Councilwoman McGehee seconded the motion.

Blair Nipper- Yes
Bernice Kube – Yes
Michelle Covert- No
Ron Chapman – Yes
Olivia McCarthy – No
Rebecca McGehee – Yes

Motion passed 4-2

Adjournment

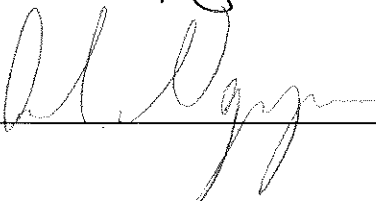
Councilwoman Kube made the motion to adjourn, and Councilwoman Covert seconded.

Motion passed 6-0

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

Meeting was adjourned at 10:02pm

Mayor  _____

Clerk  _____