



Town of Mineral
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Pam Harlowe, Mayor
Tommy Runnett, Vice-Mayor
Ed Jarvis
Edward Kube
Roy McGehee
Tony Henshaw
David Lawson
Willie Harper, Interim Town Manager
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, May 16, 2022
7:00 PM**

COUNCIL MEMBERS: Mayor Pam Harlowe, Vice-Mayor Runnett (via cell phone), Council Member Henshaw, Council Member Jarvis, Council Member Lawson, Council Member Kube.

STAFF MEMBERS:

ABSENT: Council Member McGehee

Town of Mineral Council Meeting

Mayor Pam Harlowe called the meeting to order with the Pledge of Allegiance.

Telephonic Participation: Vice-Mayor Runnett stated he was calling from home but could not participate in person due to health issues.

Motion was made by Councilman Jarvis to allow Vice Mayor Runnett to participate in meeting electronically; seconded by Councilman Henshaw Motion passed on a roll call vote.

Voting Yea: Council Member Jarvis, Council Member Henshaw, Council Member Lawson, Council Member Kube.

Abstained: None

Not Present: Council Member McGehee

Detailed discussion lead to several amendment to the staff FY 2021-2022 Proposed Budget Amendment.

Motion made by Vice-Mayor Runnett, Seconded by Council Member Lawson that the revised FY 2021-2022 Budget Amendment be published for a public hearing at the Town Hall on June 13,2022 at 7:00 pm.

Voting Yea: Vice-Mayor Runnett, Council Member Henshaw, Council Member Jarvis, Council Member Lawson, Council Member Kube.

Not Present: Council Member McGehee

Detailed discussion lead to several amendment to the staff FY 2022-2023 Proposed Budget, Tax and Utility Rates.

Motion made by Council Member Lawson, Seconded by Council Member Henshaw that the revised FY 2022-2023 Proposed Budget, Tax and Utility Rates be published for a public hearing at the Town Hall on June 13,2022 at 7:00 pm.

Voting Yea: Vice-Mayor Runnett, Council Member Henshaw, Council Member Lawson, Council Member Kube.

Abstained: Council Member Jarvis

Not Present: Council Member McGehee

PROPOSED FY2021-2022

OPERATING REVENUES	ADOPTED FISCAL YEAR	AMENDED FISCAL YEAR 2022	FISCAL YEAR 202 AMENDMENT INC. / DEC.
GENERAL & PROGRAM REVENUES			
Anti-Litter Grant	\$1,000	\$1,000	
Bank Stock Tax	\$45,000	\$45,000	
BPOL Tax	\$35,000	\$35,000	
Building Zoning applications	\$2,250	\$2,250	
Bush Hog Service	\$300	\$300	
Cemetery Income	\$35,000	\$35,000	
Connection Fee Sewer	\$120,000	\$32,000	(\$88,000)
Connection Fee Water	\$60,000	\$30,000	(\$30,000)
COVID Care	\$25,870	\$25,870	
COVID Cares Utility Funds	\$0	\$9,659	\$9,659
COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	
DMV Select Revenue	\$336,000	\$336,000	
Fines & Penalties	\$1,000	\$1,000	
Fire Programs Income	\$15,000	\$15,000	
Grant Income	\$1,000	\$1,000	
Interest Income	\$3,600	\$3,600	
Local Sales Tax	\$35,000	\$35,000	
Meals Tax	\$56,000	\$56,000	
Miscellaneous Income	\$1,000	\$1,000	
Notary Services	\$300	\$300	
Personal Property Tax	\$15,526	\$15,526	
Postage Reimbursement	\$100	\$100	
Public Service Corp. Tax	\$8,500	\$8,500	
Real Estate Tax	\$97,374	\$101,000	\$3,626

	Rental Income	\$4,500	\$4,500	
	Rolling Stock Tax	\$1,200	\$1,200	
	Tax overpayment	\$500	\$500	
	Transient Occupancy Tax	\$2,000	\$2,000	
	Vehicle Tax	\$6,690	\$6,690	
	Water and Sewer Sales	\$250,000	\$250,000	
	Water Deposits	\$3,000	\$3,000	
	Surplus - Increase in unassigned fund balance	(\$95,835)	\$0	
	Use of unassigned fund balance		\$292,995	
	TOTAL REVENUE	\$1,338,185	\$1,622,301	-\$104,715

**PROPOSED FY2021-2022
Amendment**

OPERATING EXPENSES		ADOPTED FISCAL YEAR 2022	AMENDE D FISCAL YEAR 202 2	FISCAL YEAR 2022 AMENDMEN TINC. / DEC.
GENERAL & OVERHEAD				
Personal Services				
	Salaries	\$413,358	\$413,358	
	FICA	\$21,000	\$31,622	\$10,622
	VRS-Retirement, Disability and Group Life	\$17,000	\$17,000	
	Aflac	\$7,000	\$7,000	
	Health Plan	\$65,556	\$65,556	
	Total Personal Services	\$523,914	\$534,536	\$10,622
Operating Budget				
	Accounting Consultants	\$0	\$0	
	Advertising	\$3,000	\$3,000	
	Asset Management	\$15,000	\$15,000	
	Audit	\$14,000	\$14,000	
	Bank Charges	\$50	\$50	
	Beautification	\$3,000	\$3,000	
	Buyback (Cemetery Plots)	\$1,000	\$1,000	
	Conference Room Upgrades	\$2,000	\$9,200	\$7,200
	County Wastewater Treatment	\$75,000	\$125,000	\$50,000
	County Water Purchased	\$25,000	\$120,000	\$95,000
	COVID Cares Expense	\$0	\$0	
	COVID Cares Utility Funds - Return of Unspent Funds	\$0	\$5,105	\$5,105
	Debt Service	\$71,580	\$71,580	
	Deposits to Perpetual Care Fund	\$3,500	\$3,500	
	Dues/Permits/Licenses	\$3,500	\$3,500	

Electricity	\$25,000	\$25,000	
Fertilizer, Mulch, and Maintenance	\$1,730	\$1,730	
Fire Programs Expense	\$15,000	\$15,000	
Gas for maintenance vehicles & equipment	\$2,500	\$2,500	
Hook up fee paid to LCWA	\$15,000	\$15,000	
Insurance - Aflac	\$7,000	\$7,000	
Insurance - VRSA	\$14,200	\$14,200	

Internet/Email/Cloud Storage	\$4,200	\$4,200	
IT Support	\$4,000	\$12,000	\$8,000
Laptop Replacement/Council Chromebooks	\$5,500	\$10,000	\$4,500
Legal Fees	\$15,000	\$15,000	
Louisa Land Fill Charges	\$14,400	\$14,400	
Mileage Reimbursement	\$2,000	\$2,000	
Miscellaneous	\$500	\$500	
Office Cleaning	\$9,000	\$9,000	
Office Heat	\$1,500	\$1,500	
Office Supplies	\$20,000	\$20,000	
Perpetual Care	\$3,500	\$3,500	
Police & Legal Matters	\$5,000	\$5,000	
Postage	\$2,200	\$2,200	
Property Maintenance	\$0	\$0	
QS1 Training	\$0	\$0	
Refund for Tax overpayment	\$500	\$500	
Repair & Maintenance- Town Facilities	\$40,000	\$40,000	
Repairs & Maintenance -Water & Sewer	\$321,311	\$425,000	\$103,689
Security System Upgrade	\$0	\$0	
Server Replacements	\$0	\$0	
Software	\$8,000	\$8,000	
Telephone	\$6,800	\$6,800	
Training & Conferences	\$2,500	\$2,500	
Trash Service	\$32,000	\$32,000	
Uniforms	\$1,000	\$1,000	
Upgrade firewall switch - untangle	\$1,300	\$1,300	
Water Deposit Refunds	\$500	\$500	
Water Testing/monitoring	\$13,000	\$13,000	
Web Page & Agenda Management*	\$0	\$0	
Webpage Maintenance	\$2,000	\$2,000	

	Website	\$1,500	\$1,500	
	Total Operating Budget	\$814,271	\$1,087,765	\$273,494
	TOTAL EXPENSES	\$1,338,185	\$1,622,301	\$284,116

**TOWN OF MINERAL,
VIRGINIA PROPOSED
BUDGET FOR FISCAL YEAR
JULY 1, 2022 – JUNE 30, 2023**

AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES

Current Water & Sewer Residential Rates				Proposed Water & Sewer Residential Rates			
Town of Mineral				Town of Mineral			
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	\$26.50	\$35.40	<i>In-Town</i>	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	\$9.06/1,000 gallons	\$8.95/1,000 gallons
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	\$30.00	N/A	<i>Out-of-Town</i>	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.50/1,000 gallons	N/A

Water & Sewer Residential Rates Percent Increase			
Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	13.21%	12.99%
Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

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	\$0.24/\$100	\$0.22 Decrease \$0.02
Personal Property	\$0.48/\$100	No increase
Transient Occupancy	5%	No increase

Meals Tax	5%	No Increase
Business License	\$0.14/\$100 Gross Receipts	No Increase

Vehicle License Tax - \$20 (No Increase) for cars and light trucks, and motorcycles

PROPOSED FY 2022-2023 BUDGET				
OPERATING REVENUES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & PROGRAM REVENUES				
Anti-Litter Grant	\$935	\$1,000	\$1,000	\$0
Bank Stock Tax	\$47,659	\$45,000	\$45,000	\$0
BPOL Tax	\$20,456	\$35,000	\$29,000	(\$6,000)
Building Zoning applications	\$1,300	\$2,250	\$2,250	\$0
Bush Hog Service	\$0	\$300	\$300	\$0
Cemetery Income	\$41,128	\$35,000	\$35,000	\$0
Connection Fee Sewer	\$16,000	\$32,000	\$32,000	\$0
Connection Fee Water	\$26,000	\$30,000	\$36,000	\$6,000
COVID Care	\$44,496	\$25,870	\$0	(\$25,870)
COVID Cares Utility Funds	\$13,087	\$9,659	\$0	(\$9,659)
COVID State & Local Fiscal Recovery Funds	\$271,311	\$271,311	\$0	(\$271,311)
DMV Select Revenue	\$375,954	\$336,000	\$336,000	\$0
Fines & Penalties	\$2,930	\$1,000	\$1,000	\$0
Fire Programs Income	\$15,000	\$15,000	\$15,000	\$0
Grant Income	\$483	\$1,000	\$1,000	\$0
Interest Income	\$464	\$3,600	\$3,500	(\$100)
Local Sales Tax	\$42,513	\$35,000	\$35,000	\$0
Meals Tax	\$45,288	\$56,000	\$56,000	\$0
Miscellaneous Income	\$36	\$1,000	\$1,000	\$0
Notary Services	\$205	\$300	\$300	\$0
Personal Property Tax	\$24,629	\$15,526	\$19,407	\$3,881
Postage Reimbursement	\$7	\$100	\$100	\$0
Public Service Corp. Tax	\$9,037	\$8,500	\$8,500	\$0
Real Estate Tax	\$100,987	\$101,000	\$101,000	\$0
Rental Income	\$4,500	\$4,500	\$4,500	\$0
Rolling Stock Tax	\$0	\$1,200	\$1,200	\$0
Tax overpayment	\$1,596	\$500	\$500	\$0
Transient Occupancy Tax	\$2,066	\$2,000	\$2,000	\$0
Vehicle Tax	\$6,350	\$6,690	\$6,690	\$0
Water and Sewer Sales	\$217,937	\$250,000	\$282,500	\$32,500
Water Deposits	\$3,000	\$3,000	\$3,000	\$0
Surplus - Increase in unassigned fund	(\$211,963)	\$0	\$0	\$0
Use of unassigned fund balance	\$0	\$292,995	\$73,231	(\$219,764)
TOTAL REVENUE	\$1,123,388	\$1,622,301	\$1,131,979	(\$490,322)
PROPOSED FY 2022-2023 BUDGET				
OPERATING EXPENSES	ACTUAL FISCAL YEAR 2021	CURRENT FISCAL YEAR 2022	FISCAL YEAR 2023 PLAN	FISCAL YEAR 2023 PLAN INC. / DEC.
GENERAL & OVERHEAD				
Personal Services				
Salaries	\$289,894	\$413,358	\$417,860	\$4,502
FICA	\$15,737	\$31,622	\$31,966	\$344
VRS-Retirement, Disability and Group Life	\$12,408	\$17,000	\$9,904	(\$7,096)
Aflac	\$6,648	\$7,000	\$0	(\$7,000)
Health Plan	\$49,005	\$65,556	\$58,789	(\$6,767)
Total Personal Services	\$373,697	\$534,536	\$518,519	(\$16,017)
Operating Budget				
Accounting Consultants	\$0	\$0	\$10,000	\$10,000
Advertising	\$2,602	\$3,000	\$3,000	\$0
Asset Management	\$14,686	\$15,000	\$15,000	\$0
Audit	\$10,000	\$14,000	\$14,000	\$0
Bank Charges	\$0	\$50	\$50	\$0
Beautification	\$1,088	\$3,000	\$3,000	\$0
Buyback (Cemetery Plots)	\$245	\$1,000	\$1,000	\$0
Conference Room Upgrades	\$0	\$9,200	\$0	(\$9,200)
County Wastewater Treatment	\$164,180	\$125,000	\$75,000	(\$50,000)
County Water Purchased	\$21,533	\$120,000	\$25,000	(\$95,000)
COVID Cares Expense	\$94,079	\$0	\$0	\$0
COVID Cares Utility Funds - Return of Unspent Funds	\$13,087	\$5,105	\$0	(\$5,105)
Debt Service	\$71,580	\$71,580	\$71,580	\$0
Deposits to Perpetual Care Fund	\$3,865	\$3,500	\$3,500	\$0
Dues/Permits/Licenses	\$4,019	\$3,500	\$3,500	\$0
Electricity	\$14,515	\$25,000	\$25,000	\$0
Fertilizer, Mulch, and Maintenance	\$1,692	\$1,730	\$1,730	\$0
Fire Programs Expense	\$15,000	\$15,000	\$15,000	\$0
Gas for maintenance vehicles & equipment	\$1,640	\$2,500	\$2,500	\$0
Hook up fee paid to LCWA	\$6,000	\$15,000	\$15,000	\$0
Insurance - Aflac	\$14,188	\$7,000	\$0	(\$7,000)
Insurance - VRS	\$14,188	\$14,200	\$14,600	\$400
Internet/Email/Cloud Storage	\$1,927	\$4,200	\$4,200	\$0
IT Support	\$3,060	\$12,000	\$6,000	(\$6,000)
Laptop Replacement/Council Chromebooks	\$2,400	\$10,000	\$0	(\$10,000)
Legal Fees	\$15,000	\$15,000	\$15,000	\$0
Louisa Land Fill Charges	\$13,577	\$14,400	\$14,400	\$0
Mileage Reimbursement	\$1,200	\$2,000	\$2,000	\$0
Miscellaneous	\$503	\$500	\$500	\$0
Office Cleaning	\$6,300	\$9,000	\$9,000	\$0
Office Heat	\$1,087	\$1,500	\$1,500	\$0
Office Supplies	\$19,289	\$20,000	\$20,000	\$0
Perpetual Care	\$3,865	\$3,500	\$3,500	\$0
Police & Legal Matters	\$0	\$5,000	\$5,000	\$0
Postage	\$2,208	\$2,200	\$2,200	\$0
Property Maintenance	\$0	\$0	\$20,000	\$20,000
Refund for Tax overpayment	\$1,327	\$500	\$500	\$0
Repair & Maintenance- Town Facilities	\$14,996	\$40,000	\$40,000	\$0
Repairs & Maintenance -Water & Sewer	\$124,951	\$425,000	\$75,000	(\$350,000)
Security System Upgrade	\$0	\$0	\$1,100	\$1,100
Server Replacements	\$0	\$0	\$9,000	\$9,000
Software	\$4,617	\$8,000	\$8,000	\$0
Telephone	\$7,096	\$6,800	\$6,800	\$0
Training & Conferences	\$7,606	\$2,500	\$15,000	\$12,500
Trash Service	\$31,046	\$32,000	\$32,000	\$0
Uniforms	\$245	\$1,000	\$1,000	\$0
Upgrade firewall switch - untangle	\$0	\$1,300	\$0	(\$1,300)
Water Deposit Refunds	\$943	\$500	\$500	\$0
Water Testing/monitoring	\$14,316	\$13,000	\$13,000	\$0
Web Page & Agenda Management*	\$0	\$0	\$9,300	\$9,300
Webpage Maintenance	\$2,450	\$2,000	\$500	(\$1,500)
Website	\$1,500	\$1,500	\$0	(\$1,500)
Total Operating Budget	\$749,696	\$1,087,765	\$613,460	(\$474,305)
TOTAL EXPENSES	\$1,123,388	\$1,622,301	\$1,131,979	(\$490,322)