



Town of Mineral Meeting Minutes
April 10, 2023

Mayor Jarvis called the meeting to order at 6:34 p.m.

Members present

Ed Jarvis, Mayor
Blair Nipper, Vice Mayor
Ron Chapman
Olivia McCarthy
Rebecca McGehee
Anthony Wade

Members Absent

Bernice Kube

The mayor called for the Pledge of Allegiance

Agenda

Under new business, Mayor Jarvis added a closed session for personnel to discuss hiring two individuals under code section 2.2-3711.

The motion to adopt the agenda as amended was made by Councilman Chapman. Vice Mayor Nipper provided the second. Motion passed 5-0.

Roll Call

Blair Nipper - Yes
Ron Chapman - Yes
Olivia McCarthy - Yes
Rebecca McGehee - Yes
Anthony Wade - Yes
Motion Passed 5-0

Approval of Minutes

The mayor brought to the council's attention the January and February minutes were missing. He stated that Ms. Erard, Town Attorney, had consolidated three Apple Id's and she was unable to locate them on her computers. However, council did have three sets of minutes for approval.

March 13, regular meeting, March 20, Budget work session and April 6, Budget work session. Councilwoman Kube had sent a revision of the March 13 minutes by email to members of council.

Councilman Chapman made the motion to approve all three sets of minutes with the revision to the March 13 minutes. Councilman Wade seconded the motion.

Roll Call

Blair Nipper - yes

Ron Chapman - Yes

Olivia McCarthy - Yes

Rebecca McGehee - Yes

Anthony Wade - Yes

Passed 5-0

Public Comment

Chris Guerre addressed the council regarding a few of the budget categories. Most importantly the equalized rate of no more than 1% from last year. He also addressed various taxes collected by the town such as grocery, meals, personal property (vehicle) and BPOL and how to estimate revenue coming into the town from those taxes.

Councilwoman McGehee addressed the council as a citizen. McGehee said she had been chastised and called out for not being business professional for sending an email to the wrong person. She said she spoke to an employee that had left the town, while walking her dog. The former employee said she had left the town because a member of council had come into the office talking about her personal life and using profanity.

Mayor Jarvis explained to the citizens present the circumstances and said that the former employee had stated that she didn't like the environment. She didn't really say what Mrs. McGehee is saying.

McGehee said she thought the council member should be reprimanded and the matter should not be swept under the rug. Especially since the previous mayor was censured for using profanity.

With no other comments from the public, the mayor closed public comment.

Approval of Bills

Mayor Jarvis asked if there were any questions or concerns about the bills.

Councilman Chapman asked why there were two bills from Ricoh. (Printer company)

Councilwoman Nipper stated that there were two printers and the printer for DMV was a rental.

Councilman Chapman made the motion to approve the bills. The motion was seconded by Councilman Wade.

Roll Call

Councilman Wade – Yes
Councilwoman McGehee – Yes
Councilman Chapman – Yes
Councilwoman Nipper – Yes
Councilwoman McCarthy – Yes
Motion Passed 5-0

Town Attorney Report

Andrea Erard, Town Attorney, reported that she had hoped to be able to present the minutes to council. She apologized for the technical difficulties and if the minutes can't be retrieved she will do them over. She also reported that she had submitted the writ for the special election but it listed the wrong polling place. She stated that she had resubmitted the request with the correct polling place.

The mayor asked the date of the election. Erard said it was the date of the regular November election. The mayor explained why there was a special election for the town.

Town Manager Report

Ed Jarvis, Mayor/Town Manager reported that there was a lot of paperwork. There had been several workshops on budget, water and sewer. The mayor said that there was no hand off from one administration to the current administration. So as a result, the council had been trying to find their way over the last 90 days or so through paperwork. The mayor continued, as Mr. Guerre had been so gracious to point out our Achilles Heel. Some of our documentation is not as good as it needs to be and that is why it is taking longer than usual. The reconciling of checks has not been so good.

The mayor reported that the DMV requires that the town have on staff an IT individual. The former company went away over a year ago. He reported that the town was working through that process and hopes to have it completed in the next 60 days.

The Mayor announced the council is working on standard operating procedures (SOP) and rules of procedure. A date for a workshop will be announced at a later date.

Mayor Jarvis moved several committee members around. Olivia McCarthy was reassigned to the Social Committee. Ron Chapman was moved to the Planning Committee, Rebecca McGehee was moved to the Police, Legal and Fire Committee and Vice Mayor Blair Nipper was moved to the Streets Committee.

DMV Report

Shannon Hawkins reported that the DMV numbers were up. Kathy Byers, a long-time DMV clerk had retired on March 30, after 14 years of service. Hawkins reported that the mobile unit that provided license and Id's would be at the Louisa County Office Building on May 19. She reported that she had sent an email to the people that schedule the mobile unit, requesting they return to Mineral. She reported they had stopped coming during covid. She told council it was confusing to the citizens.

DMV Printer

The Mayor presented a hand out concerning the lease of printers to be used by the DMV. Councilman Chapman asked that the cost be presented to council before entering into a lease agreement. DMV Manager Hawkins stated that it was not a desperate situation. Vice Mayor Nipper ask that Hawkins get two more quotes to go along with the one they currently have.

Beautification

Mayor Jarvis reported for Council Woman Kube, who was on vacation. The Beautification Festival is scheduled for April 29 from 9-1 pm. He said she had 15 applications and that they were still coming in.

Utilities

A Utility work shop is scheduled for the May 15th.

Buildings

Jarvis reported for Kube that she was still waiting to hear that someone had contacted the county for 911 numbers for the maintenance buildings and the pump house on Spring Rd.

Town Sign

Jarvis reported that councilwoman Kube had requested to Postpone discussion on the digital town sign until the May meeting.

Police Fire & Legal

Councilwoman McGehee provided the police report.

7 Suspicious activity

15 Traffic Stops

2 charges of first-degree murder and concealing a body

1 accessory to murder

Fire Report

There were two fires in the town of Mineral

Status of fire hydrants

Council woman McGehee reported that the County EMS, paid fire staff would be assessing the fire Hydrants in the town. She reported the hydrants in the town belong to the Town of Mineral and the town is responsible for them. Councilwoman McGehee reported that she will get a

status report on the water situation in case of a fire. If a fire occurs she said tankers would be brought in. Not sure how many hydrants could be used due to water pressure.

Car Show

The car show is June 3, 2023 beginning at 10 a.m. - 4 p.m. \$20 per car, motorcycle or truck entry. Trophies awarded at 3 p.m. Food vendors & music onsite. Free to public. Location at Mineral Fire Department back lot. For more information contact Jon Carter 804-387-1045.

Economic Development

Mayor Jarvis reported that he has been trying to visit all of the businesses in town to give them a face to be a point of contact. He also wanted to let them know that they are appreciated and that the town is not anti-business. The mayor said he did not feel that the town had done as well as they could have in being business partners with local businesses. He wants to do a better job.

Planning Commission

Jim Snider, Planning Commission chair reported that the commission will hold their meeting the third Thursday of the month. He reported the commission is working on the comp plan and will hopefully have copies of their recommendations next month. Snider said that the planning commission has never spent any money and one of their goals is to ensure an accurate, complete and comprehensive copy of the town code.

Mayor Jarvis told commissioner Snider that he hoped to have software that eventually will help update the code. The mayor pointed out that the code at the courthouse was different than the code at town hall. He was unsure how a different code got into the system at the courthouse.

Budget

Mayor Jarvis reported that the council had held a couple workshops and were not finished. He said the goal is to have the draft budget out in April. Have public comment in May and have council vote on it in June. The mayor asked if Councilwoman Nipper had anything to add. She responded that she was waiting on figures from the consultant.

Cemetery

Councilwoman McGehee reported that Hank had been cutting grass for Lewis Keller. Keller has a doctor's note as to when he can return to work. Councilwoman McGehee produced a SOP for maintenance. Mayor Jarvis said he had a more recent version, and he would get it to her. Jarvis said he wanted to modify the document that there was no reason to reinvent the wheel.

Personnel

Councilman Chapman reported the personnel committee will hold their first workshop on April 25. Chapman also said the group would be going into closed session at the conclusion of the meeting to discuss staffing.

Water & Sewer

Councilwoman Nipper reported for Chairman Kube. She said the group has a meeting set up for April 17. She said the group would be preparing a SOP for staff when residents do not pay their bills on time. Town attorney Erard asked to be included. Councilwoman Nipper also said the group would be discussing connection fees for multifamily dwellings (townhomes and PUD) Councilman Chapman asked why, since the townhomes were a special use permit and was a one-time event. Nipper responded that they wanted to get ahead of the game before the PUD started to build.

Planning

Councilwoman McCarthy reported on the planning committee. She said Chairman Snider had reported very well. They are working on the comprehensive plan and working on pulling together the reasoning behind the points of the plan. Reporting on the board of zoning appeals McCarthy said she had spoken to Todd Hall and he was fine with filling the remainder of his term but did not want to continue after that. She had found one other person that was interested. She said she did not get the individuals name that was interested that came to a recent meeting.

The Mayor had no Report for Communications.

Social

Councilman Chapman said the social committee would pass over to Councilwoman McCarthy. The website is up to date and they had not discussed social media such as Facebook and twitter.

Building Grounds and Maintenance

Mayor Jarvis reported that the potholes that had previously been identified have been addressed. As far as the building Jarvis said that there had been a long list but he thought all were taken care of.

DMV had already reported.

FOIA

Andrea Erard, the town attorney, had no report. Mayor Jarvis said he had sent her an email asking that she contact the person that provided the council with training and request certificates so it could be put in councils training folders.

Personnel Handbook

The mayor said the personnel handbook had been reviewed by the council. He asked for a motion.

Councilman Chapman made the motion Councilwoman McCarthy provided the second.

Anthony Wade – Yes

Blair Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy-Yes

Rebecca McGehee-Yes

Motion Passed 5-0

Councilwoman McGehee asked if there was a plan in place in the instance of an active shooter. Attorney Erard told council that they should not discuss security matters. It should go to the police and legal matters committee. Vice Mayor Nipper said that council needed to come up with an emergency management plan for the employees.

Tab E

Mayor Jarvis brought to council's attention to Tab E which had information on an environmental group that had used council chamber for a meeting. He said the information was a synopsis of what the group was. The other items were two software programs already budgeted for. He said the information was a synopsis of what the software will do for the town. He expressed concern for the amount of paperwork and the possibility of losing information. The software would allow for information to be kept in the cloud. When the time comes he said the employees would be trained to use the software.

Health Coverage

Mayor Jarvis reported that the health care rates would change as of 1 July. The state had been notified that employees would be changed from Key advantage 500 to Key advantage 250 with Delta Dental. The town would pay 85% of the healthcare, instead of 90% but the employees would get life insurance as an extra benefit. The mayor said only two employees take health care.

Councilman Chapman Asked for the entire compensation package to be reviewed at the personnel workshop to be held on April 25 and to be brought back to council at the next meeting.

IT Contractor

Mayor Jarvis reported that he would be meeting with the IT Contractor April 12 at 1 p.m. The mayor said they had finally received the information related to the server, router and passwords so that the IT contractor could get in. He said that he and the IT Contractor would be reviewing the system to make sure it was secure. He also reported that as part of the DMV contract the town was required to have an IT person.

Town Sign

Mayor Jarvis said that Councilwoman Kube had asked that the town sign be deferred to the next meeting.

New Business

Mineral Historic Foundation

Council Man Chapman presented brought to council's attention the lease presented to the foundation. He said the member that was going to present was home sick. He said the lease was the same as the one approved by the old administration with the need for insurance added and a change of dates. He said the next step was for council to approve the lease so that the foundation could put the insurance in place.

Andrea Erard, Town Attorney, suggested that council hold another public hearing on the lease. Mayor Jarvis went around the dais for each council member's opinion.

Councilman Wade said that transparency was important, and he wanted to do what's right.

Vice Mayor Nipper agreed saying it would not hurt.

Councilman Chapman agreed, but since it would be pushed off the group would not be able to get the insurance that was in the lease to be provided by this month. Councilwoman McCarthy and McGehee had no comment.

The motion to advertise for a public hearing on the Historic Foundation's lease was made by Vice Mayor Nipper and seconded by Councilman Chapman.

Rebecca McGehee-Abstain

Olivia McCarthy-Abstain

Ron Chapman-Yes

Blair Nipper-Yes

Anthony Wade-Yes

Motion passed 3-2

Mineral Farmers Market

Councilwoman McGehee brought up the Mineral Farmer's Market. She wanted to know where the money from the market went. The mayor asked Jim Snider if he could answer her questions. Snider said the market was a business and money made by the fee to vendors was put toward items such as paint to mark the field, advertising etc. Councilman Chapman said he thought much of the money collected would be going toward insurance. McGehee said if the market was a business, they needed to have a license. Councilwoman McCarthy said that if the market was nonprofit, it would be tax fraud to for the manager to make money.

Closed Session

Councilwoman McCarthy made the motion, to go into closed session under Virginia code 2.1-3711a1 for the discussion and consideration of a town manager and temporary assistant to assist with a specific project. Councilman Chapman provided the second.

Rebecca McGehee-Yes

Olivia McCarthy-Yes

Ron Chapman-Yes
Blair Nipper-Yes
Anthony Wade-Yes
Motion passed 5-0

The motion was made to reconvene and certify that only matters identified to go into the session were discussed was made by Councilman Chapman and Seconded by Vice Mayor Nipper.

Blair Nipper - Yes
Anthony Wade - Yes
Ron Chapman -Yes
Olivia McCarthy - Yes
Rebecca McGehee - yes
Motion passed 5-0

The motion to adjourn was made by Councilman Wade and seconded by Vice Mayor Nipper.

Anthony Wade - Yes
Blair Nipper - Yes
Ron Chapman -Yes
Olivia McCarthy - Yes
Rebecca McGehee - Yes
Motion passed 5-0

Meeting adjourned

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

Draft