



## **Town of Mineral**

**P.O. Box 316**

**312 Mineral Avenue**

**Mineral, Virginia 23117**

**Phone 540-894-5100**

**[clerk\\_treasurer@townofmineral.com](mailto:clerk_treasurer@townofmineral.com)**

**Town of Mineral Council**

**Continued June 12, 2023, Meeting Agenda**

**June 22, 2023, 6:30PM**

Reconvene and Take Roll Call

Adopt and Amend Agenda

- TAB A Adoption of FY 2023-2024 Budget  
Resolution 2023-05 Adoption of FY 24 Budget
- TAB B Appropriation of FY 2023-2024 Budget  
Resolution 2023-006 Appropriation of FY 24 Budget
- TAB C Zoning Administrator Appointment  
Resolution 2023-007 Zoning Administrator Appointment
- TAB E Council Member Participation in the Employee Supplement Insurance Plan  
Resolution 2023-008 Council Member Participation in the Employee Supplement Insurance Plan

Adjournment

**Mayor Ed Jarvis - Vice Mayor Blair Nipper**

**Council Members: Rebecca McGehee, Bernice Kube, Ronal Chapman**

**Vacant, Town Manager, Vacant, Town Clerk, Vacant, Town Treasurer, Andrea Erard, Town Attorney**

**Town Council meets for its regular session on the second Monday of each month at 6:30 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.**

**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.

<b>REVENUES</b>		
	Anti-Litter Grant	\$1,000
	Bank Stock Tax	\$50,000
	BPOL Tax	\$29,000
	Zoning applications	\$2,250
	Bush Hog Service	\$0
	Cemetery Income	\$35,000
	Connection Fee Sewer	\$32,000
	Connection Fee Water	\$36,000
	DMV Select Revenue	\$336,000
	Fines & Penalties	\$1,000
	Fire Programs Income	\$15,000
	Interest Income	\$36,000
	Local Sales Tax	\$40,000
	Meals Tax	\$90,000
	Miscellaneous Income	\$1,000
	Notary Services	\$300
	Personal Property Tax	\$19,500
	Public Service Corp. Tax	\$7,500
	Real Estate Tax*	\$105,000
	Rental Income	\$4,500
	Rolling Stock Tax	\$1,200
	Tax overpayment	\$500
	Transient Occupancy Tax	\$2,000
	Vehicle Tax	\$6,690
	Water and Sewer Sales	\$250,000
	Water Deposits	\$3,000
	Use of unassigned fund balance	\$172,244
<b>TOTAL REVENUE</b>		<b>\$1,276,684</b>

<b>EXPENSES</b>		
<b>Personal Services</b>		
	Salaries	\$454,580
	FICA	\$34,755
	VRS-Retirement, Disability and Group Life	\$10,800
	Health Plan	\$32,832
	<b>Total Personal Services</b>	<b>\$532,967</b>
<b>Operating Budget</b>		
	Accounting Consultants	\$30,000
	Advertising	\$7,000
	Asset Management	\$15,000
	Audit	\$14,000
	Bank Charges	\$100
	Beautification	\$3,000
	Buyback (Cemetery Plots)	\$1,000
	County Wastewater Treatment	\$90,000
	County Water Purchased	\$60,000
	Debt Service	\$71,580
	Deposits to Perpetual Care Fund	\$3,500
	Dues/Permits/Licenses	\$3,500
	Electricity	\$25,000
	Fertilizer, Mulch, and Maintenance	\$1,730
	Fire Programs Expense	\$15,000
	Gas for Maintenance Vehicles & Equipment	\$2,500
	Hook up fee paid to LCWA	\$15,000
	Insurance - VRSA	\$14,600
	Internet/Email/Cloud Storage	\$13,164
	IT Support	\$6,000
	Legal Fees	\$15,000
	Louisa Land Fill Charges	\$14,400
	Mileage Reimbursement	\$2,000
	Miscellaneous	\$500
	Office Cleaning	\$3,600
	Office Heat	\$1,500
	Office Supplies	\$20,000
	Perpetual Care	\$3,500
	Police & Legal Matters	\$5,000
	Postage	\$2,200
	Refund for Tax overpayment	\$500
	Repair & Maintenance- Town Facilities	\$40,000
	Repairs & Maintenance -Water & Sewer	\$125,000
	Software	\$8,000
	Telephone	\$6,800
	Training & Conferences	\$2,500
	Trash Service	\$32,000
	Water Deposit Refunds	\$500
	Water Testing/monitoring	\$13,000
	Web Page & Agenda Management*	\$6,043
	<b>Total Operating Budget</b>	<b>\$693,717</b>
<b>TOTAL EXPENSES</b>		<b>\$1,226,684</b>

**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

VOTE:

Chapman  
Covert  
Kube

McCarthy  
McGehee  
Nipper

## 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

EXPENSES		
<b>Personal Services</b>		
	Salaries	\$454,580
	FICA	\$34,755
	VRS-Retirement, Disability and Group Life	\$10,800
	Health Plan	\$32,832
	<b>Total Personal Services</b>	<b>\$532,967</b>
<b>Operating Budget</b>		
	Accounting Consultants	\$30,000
	Advertising	\$7,000
	Asset Management	\$15,000
	Audit	\$14,000
	Bank Charges	\$100
	Beautification	\$3,000
	Buyback (Cemetery Plots)	\$1,000
	County Wastewater Treatment	\$90,000
	County Water Purchased	\$60,000
	Debt Service	\$71,580
	Deposits to Perpetual Care Fund	\$3,500
	Dues/Permits/Licenses	\$3,500
	Electricity	\$25,000
	Fertilizer, Mulch, and Maintenance	\$1,730
	Fire Programs Expense	\$15,000
	Gas for Maintenance Vehicles & Equipment	\$2,500
	Hook up fee paid to LCWA	\$15,000
	Insurance - VRSA	\$14,600
	Internet/Email/Cloud Storage	\$13,164
	IT Support	\$6,000
	Legal Fees	\$15,000
	Louisa Land Fill Charges	\$14,400
	Mileage Reimbursement	\$2,000
	Miscellaneous	\$500
	Office Cleaning	\$3,600
	Office Heat	\$1,500
	Office Supplies	\$20,000
	Perpetual Care	\$3,500
	Police & Legal Matters	\$5,000
	Postage	\$2,200
	Refund for Tax overpayment	\$500
	Repair & Maintenance- Town Facilities	\$40,000
	Repairs & Maintenance -Water & Sewer	\$125,000
	Software	\$8,000
	Telephone	\$6,800
	Training & Conferences	\$2,500
	Trash Service	\$32,000
	Water Deposit Refunds	\$500
	Water Testing/monitoring	\$13,000
	Web Page & Agenda Management*	\$6,043
	<b>Total Operating Budget</b>	<b>\$693,717</b>
<b>TOTAL EXPENSES</b>		<b>\$1,226,684</b>

**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, 2023.
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 10<sup>TH</sup> 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 22<sup>ND</sup> DAY OF JUNE 2023.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Chapman  
Covert  
Kube

McCarthy  
McGehee  
Nipper

**Resolution 2023-007**

**A RESOLUTION FOR THE APPOINTMENT  
OF A ZONING ADMINISTRATOR**

**WHEREAS** the Town of Mineral currently has no Zoning Administrator.

**WHEREAS** the Code of Virginia permits, and the Town of Mineral Code requires the Town Council to appoint a Zoning Administrator.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of Mineral on this the 22<sup>nd</sup> day of June 2023, does hereby appoint Allyson Finchum as the Zoning Administrator for the Town of Mineral.

**ORDERED THIS** THE 22<sup>nd</sup> DAY OF JUNE 2023.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Chapman  
Covert  
Kube

McCarthy  
McGehee  
Nipper

**Resolution 2023-008**

**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 member 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

VOTE:

Chapman  
Covert  
Kube

McCarthy  
McGehee  
Nipper