



**Mineral Town Council Minutes
March 13, 2023**

The March 13, 2023 meeting of the Mineral Town Council was called to order by Edwin Jarvis, Mayor at 6:30 p.m.

Members Present

Edwin Jarvis, Mayor
Blair Nipper, Vice Mayor
Ronald Chapman
Bernice Wilson-Kube
Olivia McCarthy
Rebecca McGehee
Anthony Wade

Staff

Andrea Erard, Town Attorney

Pledge

Mayor Jarvis led the pledge of allegiance.

Adopt Agenda

After roll call, the mayor requested any additions to the agenda. Councilman Chapman asked that the town manager item be moved to closed session. The mayor called for a motion. Councilman Chapman made the motion to accept the agenda as amended. Councilman Wade seconded the motion. The measure passed unanimously, 6-0.

Public Comment

The mayor called for anyone wishing to speak during the public comment period. With no member of the public wishing to speak the mayor closed the public comment period.

Approve Bills

The mayor called for the Motion for the bills to be paid. He also reported that the Louisa County Water Authority would be increasing the water rates, which would affect the Town when it would need to purchase water from the county. The motion to approve the March bills to be paid was made by Councilwoman Kube. Vice Mayor Nipper provided the second.

After a roll call to tally the vote, the motion passed unanimously, 6-0.

The March bills are attached to these minutes.

Presentation

Ian Baxter, Planner II, Housing, Transportation & Environment, Thomas Jefferson Planning District Commission (TJPDC), presented the council with a presentation on the Natural Hazard Mitigation Plan Update for 2023. Baxter explained that none of the items listed in the plan are required but provides the eligibility for the Town to receive grants. Baxter stated that the plan would be an asset in the Town’s tool belt in case of natural disasters and that the plan would not cost the Town additional revenue. He stated that the plans are aspirated goals and would open up opportunities for grants.

Councilman Wade asked if the plan covered unnatural disasters such as train derailments and nuclear accidents. Baxter stated that it would not and he would check to see if there was an unnatural disaster plan.

The mayor entertained a motion to be a participant in the regional mitigation plan. Councilwoman Nipper made the motion. Councilman Chapman provided the second.

- Blair Nipper - Yes
- Ron Chapman – Yes
- Bernice Kube – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes
- Tony Wade – Yes

Motion passed 6-0

Town Manager Report

Mayor Jarvis, Acting Town Manager, provided the council with the Town Manager’s report. Mayor Jarvis reported that the W-2’s for all employees were wrong. The old software used by the Town needed to have parameters set to calculate the pay that should have gone to the Virginia Retirement System (VRS). Those payments were exempted. The Internal Revenue System, (IRS) would not have known the employees had paid in to the system. Five years of calculations had to be redone to correct the issue.

Mayor Jarvis also reported that a developer was interested in purchasing and had approached the Town to redraw lots on the piece of property in the town known as Spicer’s Field. The property is located at the intersection of First Street and Old Tolersville Rd. If there was no objection from the town the developer would go to the County to redraw the lots. The town would need to hold a public hearing on the matter. The depiction of the redrawing of lots was distributed and is attached to these minutes.

Town Attorney Report

Andrea Erard, Town Attorney, presented the council with the Town Attorney report. Erard told council that the FOIA training that had previously been cancelled, was set to be held on Thursday, April 6th at 7:30 p.m.

Councilman Chapman made the motion to approve the dates for the training and Councilwoman McCarthy seconded the motion. Motion passed unanimously, 6-0

Erard told council that she had arrived early to view derelict properties within the Town. The attorney said that instead of focusing on one property, she would like to enforce all that were in the area if going to court and would need a list. She asked Councilwoman Kube to help her with the list.

Kube stated that she would help, however she would first want to speak with the property owners since some of the properties were owned by residents that she had known her entire life.

Erard also voiced her concern over the lack of a budget, since it needed to be passed by the end of June.

The DMV spread sheet was distributed and is attached to the minutes.

Beautification

Councilwoman Kube presented the beautification Report. Kube reported on the potential cost of benches to be placed throughout Mineral Avenue. Kube also said that the cost of a potential digital sign for the Municipal Building was still being worked on. She was still waiting on a quote from one of the sign companies. Kube also reported that Councilwoman McCarthy was added to the committee and a public notice would be given when the group met for any reason, as there would be three members of council together.

Economic Development

Mayor Jarvis reported on Economic Development. He stated that when the Mineral Rescue had dissolved and stopped functioning, that their ceased assets should have come to the Town, Specifically the lots bordering Walton Park. He stated that he was told the lots were quick deeded to Louisa County and he would further look into the matter. He stated that he had also sent a letter to the County Administrator asking him what was the County's plan in case of a train derailment. He said the county did have a plan but that it was not well defined.

Councilwoman Kube told the mayor that lately there had been very heavy trains coming through town in the middle of the night and that they were not blowing whistles before traveling through the crossings in town.

Councilman Chapman said that in some towns they were not allowed to sound the whistles during certain hours. Kube replied that in Mineral that was not the case.

Police/Legal/Fire and Rescue

Councilwoman McGehee reported on Police/Legal/Fire and Rescue. She reported on the activities for the month compiled by the Louisa Sheriff's Office. The report included but was not limited to 26 EMS calls, one count of forgery embezzlement, suspicious activities, Multiple traffic stops and one breaking and entering on Mineral Avenue.

Budget & Finance

Vice Mayor Nipper gave the budget and finance report. Budget work session dates were discussed with the first being held March 20 at 6 p.m. in the Town Municipal Building. An April 24th public hearing on the equalization rate must be advertised and held before the budget is voted on. Other dates for work sessions scheduled were Thursday, April 6 at 6 p.m. followed by FOIA training at 7:30, Monday, April 10,

regular council meeting, where council will decide the schedule of public hearings going forward and a Tuesday, April 25 work session.

Cemetery

Councilwoman McGehee provided the Cemetery report. She told council that currently the mower was broken and the grass will be cut as soon as it is repaired.

Personnel

The personnel report was provided by Councilman Chapman. He reported that the committee would set up a meeting at a later date. Later in the meeting, a date was set for April 25 at 6:30 p.m. at the Mineral Municipal Building, 312 Mineral Avenue, Mineral, VA 23117 for the purpose of reviewing job descriptions and other personnel matters.

Water and Sewer

Councilwoman Kube presented the water sewer report. She stated that a meeting of the water and sewer committee would be held March 20 at 4 p.m. in the Town Municipal Building. The meeting would include Hank Staudinger and Mike Leman as citizen members.

Planning Commission

Councilwoman McCarthy delivered the planning commission report. Also, reporting on the board of zoning appeals, McCarthy stated she had a confirmation from Hank Staudinger that he would serve. She would be further checking with Todd Hall and Ed Leake. She would then need two more members.

Councilwoman McCarthy reported that the planning commission was scheduled to meet on Thursday March 17 at 6:30 p.m. However, there was a question if the proper notification had occurred. The Town Attorney Andrea Erard, stated that she was not comfortable that the proper notification had been given, even though it was three business days before the meeting, it was after hours. She said the meeting needed to be rescheduled.

Jim Snider, Planning Commission Chairman, voiced objection saying that he was given instruction that it just needed to be on the board outside of the building.

Communications

The mayor told council that when projecting out policy or practice that the group should make sure what the standardized message will be. Not giving their opinions.

Social/Public Affairs

Councilman Chapman reported that the committee wanted to project policy out by social media. He said he wanted to put more information out on Twitter, Facebook, Instagram etc. He said he wanted citizens to know more about the council activities.

Buildings and Grounds

Councilwoman Kube asked if the 911 numbers for the town maintenance buildings had been called in to the county. She also reported that the left side of the roof of the old town shed needed fixing and was blowing up in the wind.

Personnel Policy Handbook

The mayor said that in January he had requested any changes to the personnel policy handbook. Vice Mayor Nipper said she had sent several items including separating the town clerk and treasurer position. No smoking in public buildings and vehicles and to spell out the amount of mileage reimbursements that would be determined using the GSA or Federal rate per mile. Mileage reimbursement would be for official business only. Mayor Jarvis said the changes would be made and the document would be voted on in the April monthly meeting. After the document is passed, employees will be given a copy of the handbook and will be required to sign that they received it.

Prayer on the Agenda

Councilwoman McGehee stated that she would like to incorporate prayer into the monthly agenda. She said she had contacted VML and they had said that it could be done. She said that the Louisa Board of Supervisors and the Louisa Town Council both have prayer on their agenda.

Mayor Jarvis asked council for their thoughts, beginning with Councilwoman McCarthy. McCarthy said that she thought that there should be a separation of church and state. She felt that if it were to be done it should be done before the meeting started. McCarthy voiced concern that with so many denominations of religions she did not want to offend anyone.

Councilman Chapman said the he thought it should be done before the meeting and by an outside entity, not a member of council.

Vice Mayor Nipper agreed, saying she thought it should be done before the meeting.

Councilwoman Kube asked for the opinion of the attorney, saying that the previous town attorney had advised against the matter.

Town Attorney Erard said that if done, the prayer should be done at the beginning of the meeting and council should develop a rotating list of people from the community and have strict guidelines as what should be expected from them.

Councilman Wade said because of the tradition of fostering religion in general we need to foster virtue in society and that religion does that, but there should also be as separation of church and state.

Councilwoman McGehee made the motion that prayer should be included as part of the agenda and anyone on council could deliver the prayer.

The motion failed for lack of a second.

Closed Session

The motion was made to go into closed session under Virginia Code Section 2.2-3711 (a) (1) with the purpose of discussing the candidates for town manager by Councilman Chapman. Second by Councilwoman McCarthy. Motion passed unanimously, 6-0

The motion to reconvene and certify that only Matters concerning the town manager candidates were discussed was made by Councilwoman McCarthy. Councilman Wade provided the second.

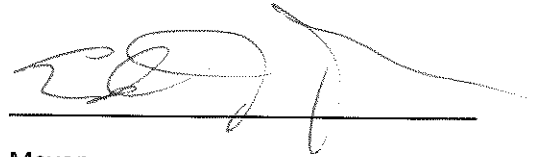
The motion passed 5-1 with Councilwoman McGehee casting the no vote.

Adjournment

The motion to adjourn was made by Councilwoman Kube and Seconded by Councilman Chapman. Motion passed unanimously, 6-0.

Meeting adjourned

Minutes respectfully submitted by Bernice W Kube, Town Councilwoman.

A handwritten signature in black ink, appearing to be "C. Wade", written over a horizontal line.

Mayor

Bernice W. Kube April 10, 2023

Acting Clerk