



# Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

[rsnyder@townofmineral.com](mailto:rsnyder@townofmineral.com)

## Town of Mineral Council Meeting Agenda

April 11, 2022

7:00PM

	Call to Order and Roll Call
	Adopt/Amend Agenda
TAB A	Public Hearing - November Election Ordinances
TAB B	Public Hearing - Planning Commission
TAB C	Approval of Council Meeting Minutes
TAB D	Approval of Bills to Be Paid
TAB E	Town Manager and Staff Reports
	Town Attorney Report

### Standing Committee Reports

Auditor Committee	Economic Development Committee
Beautification/Anti-Litter Committee	Personnel Committee
Building Committee	Planning Commission Updates
Budget & Finance Committee	Police & Legal Matters Committee
Cemetery Committee	Streets Committee
Communication Committee	Water & Sewer Committee

### Old Business

TAB F	Real Estate Tax Late Fee
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### New Business

TAB G	Informational Presentation- Development of Block 150, lots 1-3, 5-13, 16-20 & Block 151 lots 1-8, 10-12, 14-16
TAB H	Appoint VRS Administrator
TAB I	Past Due Utility Bills
TAB J	State & Local Fiscal Recovery Funds Budget

### Closed Session

2.2-3711(A)(1) for the discussion or consideration of the performance and contract of the Interim Town Manager, the performance and compensation of the DMV Supervisor, the hiring of a Town Manager and an acting Clerk/Treasurer

2.2-3811(A)(8) for consultation with legal counsel regarding 2 specific legal matters:

- Virginia Freedom of Information Act
- VRS Retirement System

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.

**Mayor Pam Harlowe - Vice Mayor Thomas Runnett**

**Council Members: Roy McGehee, Edward Kube, David Lawson, Ed Jarvis, Tony Henshaw.**

**Interim Town Manager · Reese Peck, Acting Treasurer/Clerk Rebecca Snyder, Andrea Erard, Town Attorney**



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB A Public Hearing: Ordinance 2022-01 November Election Ordinance**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:** State code now requires all local election be held in November.

**ATTACHMENTS:**

1. Public Hearing Notice
2. Proposed Ordinance

**REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.
3. Act on ordinance.

NOTICE OF PUBLIC HEARINGS MINERAL TOWN COUNCIL

Please take notice that on the 11th day of April 2022, at 7:00PM, the Mineral Town Council, at its regular monthly meeting, at the Town of Mineral Municipal Building, located at 312 Mineral Avenue, Mineral, Virginia 23117, will conduct a public hearing on the following:

ORDINANCE NO. 2022-01

AN ORDINANCE PROVIDING FOR THE ELECTION OF THE MAYOR AND TOWN COUNCIL MEMBERS AT THE NOVEMBER GENERAL ELECTION DATE OF EVEN- NUMBERED YEARS WITH THE FIRST SUCH ELECTION OCCURING IN 2022.

ORDINANCE NO. 2022-02

ORDINANCE NO. 2022-02 ADDS TO THE MINERAL TOWN CODE, PART 1: "ADMINISTRATIVE LEGISLATION, CHAPTER 106, "PLANNING COMMISSION," SEC. 106-1, "PLANNING COMMISSION" WHICH CONTAINS GENERAL REQUIREMENTS FOR OPERATION OF THE MINERAL PLANNING COMMISSION AND REDUCES THE NUMBER OF MEMBERS OF THE PLANNING COMMISSION FROM SEVEN TO FIVE.

Copies of both Ordinances are available at Town Hall or by contacting Reese Peck, Interim Town Manager at 540-894-5100, 312 Mineral Avenue, Mineral VA 23117. All citizens are invited to attend in person or by telephone to participate in these public hearings. Any person requiring assistance to participate in the public hearings is asked to contact Town Hall prior to the meeting so that appropriate arrangements can be made.

ORDINANCE NO. 2022-01

AN ORDINANCE PROVIDING FOR THE ELECTION OF THE MAYOR AND TOWN COUNCIL MEMBERS AT THE NOVEMBER GENERAL ELECTION DATE OF EVEN-NUMBERED YEARS WITH THE FIRST SUCH ELECTION OCCURRING IN 2022.

WHEREAS members of the Mineral Town Council are elected in May in even numbered years for four-year terms and take office on July 1; and

WHEREAS Virginia Code section 24.2-222.1, 1950, as amended, provides that, notwithstanding any contrary provisions of a town charter, the council of a town may provide by ordinance that the council shall be elected at the November general election date of any cycle as designated in the ordinance, for terms to commence January 1; and

WHEREAS the 2021 General Assembly passed Senate Bill 1157 shifting all municipal elections for towns from May to November, beginning with elections held after January 1, 2022; and

WHEREAS the Mineral Town Council, after public hearing and considering the interests of the voters of the Town of Mineral, has concluded that it is in the public interest to shift municipal elections to odd numbered years pursuant to the grant of authority contained Va. Code section 24.2-222.1, 1950, as amended.

NOW THEREFORE BE IT ORDAINED THAT the Mineral Town Code, Chapter 182, "Elections," be amended by adding § 182-2, "November Elections" to read as follows:

**"Sec 182-2 November Elections**

The Mayor and six members of Town Council shall be elected for four year terms at the November general election date beginning in November 2022 for terms to commence January 1, 2023."

This Ordinance shall take effect upon adoption.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB B Public Hearing: Ordinance 2022-02 Planning Commission**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

The Town code needs to be updated to include general requirements for the operation of the Mineral Planning commission and to reduce the number of members of the Planning Commission from seven to five.

**REQUESTED ACTION:**

1. Hold Hearing.
2. Close Hearing and have Council discussion.
3. Act on ordinance.

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ORDINANCE NO. 2022-01

AN ORDINANCE PROVIDING FOR THE ELECTION OF THE MAYOR AND TOWN COUNCIL MEMBERS AT THE NOVEMBER GENERAL ELECTION DATE OF EVEN- NUMBERED YEARS WITH THE FIRST SUCH ELECTION OCCURING IN 2022.

ORDINANCE NO. 2022-02

ORDINANCE NO. 2022-02 ADDS TO THE MINERAL TOWN CODE, PART 1: "ADMINISTRATIVE LEGISLATION, CHAPTER 106, "PLANNING COMMISSION," SEC. 106-1, "PLANNING COMMISSION" WHICH CONTAINS GENERAL REQUIREMENTS FOR OPERATION OF THE MINERAL PLANNING COMMISSION AND REDUCES THE NUMBER OF MEMBERS OF THE PLANNING COMMISSION FROM SEVEN TO FIVE.

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## ORDINANCE NO. 2022-02

ORDINANCE NO. 2022-02 ADDS TO THE MINERAL TOWN CODE, PART 1: “ADMINISTRATIVE LEGISLATION, CHAPTER 106, “PLANNING COMMISSION,” SEC. 106-1, “PLANNING COMMISSION” WHICH CONTAINS GENERAL REQUIREMENTS FOR OPERATION OF THE MINERAL PLANNING COMMISSION AND REDUCES THE NUMBER OF MEMBERS OF THE PLANNING COMMISSION FROM SEVEN TO FIVE.

### Part 1: Administrative Legislation

#### Chapter 106. Planning Commission.

##### Sec. 106-1. Planning Commission

A town planning commission is hereby created. Such commission shall consist of five members with staggered terms, qualified by knowledge and experience to make decisions on questions of community growth and development. All members shall be residents of the town and at least half the members shall be owners of real property. One member may be the mayor, a member of the town council or the Town Planner and he/she shall be an ex-officio member of the planning commission.

The remaining members hereinafter referred to as appointed members, shall be appointed by the town council. The terms of the mayor or council member and of the town planner who is appointed as a member of such commission shall in all cases correspond with their terms of office. All other members shall be appointed for terms of four years.

Any vacancy in membership shall be filled by appointment of the council for the unexpired term. Members may be removed for malfeasance in office. A member of the planning commission may be removed from office by the town council in the event that the commission member is absent from any three consecutive meetings of the commission or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the town council for the unexpired portion of the term of the member who has been removed.

All members of the town planning commission shall serve without compensation.

The local planning commission shall elect a Chairman and a Secretary and fix the time for holding regular meetings. The planning commission shall schedule additional meetings as needed in accordance with state law.



**TOWN OF  
MINERAL COUNCIL  
MEETING AGENDA ITEM**

**AGENDA ITEM:** Tab C - Minutes

**ITEM TYPE:** Action

**PURPOSE OF ITEM:** Approval by Town Council

**PRESENTER:** Lisa Yates

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

In addition to the March minutes a revised set of minutes from August is included. The August minutes failed to record the vote on Ordinance 2021-05 Minimum Lot Size.

**ATTACHMENTS:**

Minutes 03.14.2022  
Minutes 08.09.21(revised)

**REQUESTED ACTION:**

Approve minutes.



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Pam Harlowe, Mayor  
Tommy Runnett, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGehee  
Tony Henshaw  
David Lawson  
Reese Peck, Interim Town Manager  
Andrea Erard, Town Attorney

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## **TOWN OF MINERAL TOWN COUNCIL MEETING**

### **MINUTES**

**Monday, March 14, 2022  
7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Edward Jarvis, Edward Kube, Roy McGehee, Tony Henshaw, David Lawson

**STAFF MEMBERS:** Reese Peck; Interim Town Manager, Andrea Erard; Town Attorney, Shannon Hawkins; DMV Supervisor, Rebecca Snyder; Acting Town Clerk/Treasurer

**PUBLIC:** Blair Nipper, Chris Guerre, Olivia McCarthy, Brian Thaler, Jim Snider, Joseph Haney

#### **Town of Mineral Council Meeting**

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

Mayor Harlowe opened the floor to public comments.

Blair Nipper of 301 West Fourth Street, began her public comments by asking if the Town Manager runs the day-to-day tasks of the Town employees. She also asked after the previous Town Manager resigned, who ran the day-to-day tasks of the Town employees. Ms. Nipper continued to ask who was

responsible to assure the Real Estate tax bills were correct before they were mailed to residents. Mayor Harlowe answered, the tax bills came from Louisa County. Ms. Nipper explained her concerns of a discrepancy between Louisa and the Town of Mineral's assessment of the real estate value, further saying that everyone's tax information is wrong.

Chris Guerre of 80 Saint Cecilia Avenue explained his concerns that the Real Estate tax bills are wrong in regards to the land value and building value. He continued to explain the Personal Property tax bills are wrong in regards to the tax relief rate of 48%. Mr. Guerre spoke of the Virginia Code that says the time the bills are mailed out the due dates must have at least two weeks between the dates. Mr. Guerre went on to speak of the properties near his place of residence; the old school house and the building on 98 Saint Cecilia Avenue. He inquired if there are liens on the buildings. He detailed his research at the Courthouse on finding lien information on both buildings.

Roy McGehee of 714 Saint Frances Avenue explained how he never received his Personal Property bill in the mail and had to come to the office to pick it up. He also explained how the Town needs to send the tax bills to the mortgage companies. In his 35 years of living in the Town of Mineral, he never has had this much trouble with the tax bills.

Public Comment session of the Town Council Meeting was closed by the Mayor.

**Motion was made by Councilman Runnett to approve the Agenda for the March 14, 2022 Town Council Meeting as presented. Seconded by Councilman Henshaw. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

#### **Approval of Council Meeting Minutes**

Councilman Kube reviewed the Town Council Meeting Minutes for the month of January 2022 and suggested the necessary corrections.

**Motion was made by Councilman Kube to approve the January 10, 2022 Town Council Meeting Minutes as revised. Seconded by Councilman Runnett. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

Councilman Kube reviewed the Town Council Meeting Minutes for the month of February 2022 and suggested the necessary corrections.

**Motion was made by Councilman Kube to approve the February 14, 2022 Town Council Meeting Minutes as revised. Seconded by Councilman Henshaw. Motion was passed (5-1-0).**

**Tommy Runnett – yes**

**Tony Henshaw - yes**

**Ed Jarvis- yes**

**David Lawson - yes**

**Ed Kube- yes**

**Roy McGeHee - abstain**

### **Approval of Bills to be Paid**

Rebecca Snyder presented the Bills to be Paid report for the month of March and answered questions regarding a few of the invoices.

**Motion was made by Councilman Jarvis to approve the March Bills to be Paid to include the Anthem bill up to \$2,000. Councilman Runnett seconded. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

### **Town Manager and Staff Reports**

The following staff reports were presented to the Council:

Acting Town Clerk/Treasurer report presented by Mrs. Rebecca Snyder

Interim Town Manager report presented by Mr. Reese Peck

### **Town Attorney Report**

The Town Attorney, Ms. Andrea Erard, spoke on the previous question whether 'No Trespassing' signs should be allowed to be set up at Luck Field. Yes, the signs are allowed to be posted. Verbiage should be clear to exclude games or other recreational purposes of Little League after dark. Ms. Erard further explained the US Supreme Court has sign ordinances of content neutral with the example of political signs. The size can be regulated but what is said on the sign cannot be regulated. The decision was made to table the sign and regulations for Luck Field until next month, to allow time to reach out to the Little League coaches to gain information on their game schedules and this proposal. Councilman Runnett volunteered to contact Jeff Luck of the Louisa little League.

### **Standing Committee Reports**

Auditor Committee Report presented by Councilman Kube. At this point, a specific date has not been given when the auditors will begin to examine the Town's finances. The paperwork the auditors need to begin the process has been collected and delivered. The audit should begin one month after the needed paperwork has been received and the process will take approximately one and a half months to complete.

Beautification/Anti-Litter Committee was presented by Councilman Kube. April is Beautification month and the Farmer's Market will start in May. An effort will be made for litter control program at Luck Field the last weekend in April, the weekend before the Farmer's Market for 2022 begins, and mulching the grounds.

Building Committee report was presented by Councilman Jarvis discussing the Old Town Hall building. Trash was left behind that needs to be cleaned up as well as scratch marks on the floors from chairs. The furnace has been serviced and tuned up. The thermostat has been set to 60 degrees to avoid humidity causing damage to the plaster. There has been interest in renting the building, but at this point the Town is still waiting for a new tenant to rent. Advertising for the building being up for rent is too expensive at this time and a sign will be posted in the window as to its rental availability.

Budget and Finance Committee: no report

Cemetery Committee report presented by Councilman Runnett. The mowing season for the cemetery will start next week. The website has been updated to ask families to remove decorations that are placed on the ground. Any decorative pieces that are attached to the headstones or held by vases are permitted to remain at the cemetery sites. Facebook needs to be updated with the same message as the website.

Communication Committee report presented by Councilman Kube discussing the Town website. Next year's budget will include upgrading the website. The sound system in the conference room will be set up and used starting next month.

Economic Development Committee presented by Councilman Lawson explaining that the owners of the new coffee shop in Town are moving forward with their plans.

Personnel Committee: no report

Planning Commission report presented by Mr. Jim Snider. The monthly meetings have been moved to the third Thursday of each month starting at 6:30 pm. The new meeting schedule has been posted on the bulletin board outside the Town Office.

Police and Legal Matters Committee report presented by Councilman Runnett. The building across the street from Miller's Market is in the process of being cleaned up by the owner and may be put up for sale. This site is zoned for commercial use and therefore could potentially attract a new office to go into business in the Town. The Town is waiting on plans for the demolition of the abandoned house at 98 Saint Cecilia Avenue. Councilman Runnett will follow up with the owner of the property.

Streets Committee report presented by Councilman Runnett. The tree at Mrs. Seay's property has been taken care of. Mayor Harlowe and Councilman Runnett have sent a letter to Jamie Glass at VDOT requesting three items to be addressed in the Town, including the 'Do Not Block' sign at the traffic light be moved due to near-missed rear end accidents. Yellow traffic barriers have been requested by the Express Lane to prevent vehicles from cutting off other vehicles at the intersection. In addition, the Town requested that sections of Piedmont Avenue and Albermarle be graded and graveled in this year's VDOT budget.

Water and Sewer Committee presented by Councilman Runnett expressing the concern over the bills from the Louisa County Water Authority. Councilman Runnett will discuss the water usage bill with the Authority. The report continued with an explanation of the Saint Frances Pump Station, searching the man holes for the problem areas. He also described a 40-year-old installation of water lines that now has a four-foot-long root ball interfering with the line. The Town has gotten to the point if Roto Rooter is unable to find the source of the water problems, Virginia Contractors will be called to dig up the problem areas to find the exact locations of the leaks. Finally, Councilman Runnett told the Council the old water meters were sold to the Salvage Yard for \$1,800. The check will be applied to the Water and Sewer account.

### **Old Business**

There will be a Public Hearing held next month for the Planning Commission proposed changes and to change the Town Council elections from May to November this year and in the future.

**New Business**

All bank accounts need to have the bank cards updated to include the Mayor; Pam Harlowe, the Vice Mayor; Tommy Runnett, the Town Clerk/Treasurer; Rebecca Snyder and the Town Manager; Reese Peck. These positions holder’s signatures will be revised and updated whenever changes occur in the future.

**Motion made by Councilman Runnett to have the signature cards on all accounts only include Mayor Pam Harlowe, Vice Mayor Tommy Runnett, Interim Town Clerk/Treasurer Rebecca Snyder and Interim Town Manager Reese Peck. Seconded by Councilman Lawson. Motion passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

Mr. Reese Peck spoke on the health insurance renewal for the Town employees. The two plans he reviewed were the Premium Plan and the Key Advantage 500 Plan. Mr. Peck recommends the Council select the Key Advantage 500 Plan with the savings going towards the salary cost for the employees. Councilman Lawson concurred with the recommendation.

**Motion made by Councilman Lawson to adopt the Key Advantage 500 Health insurance plan for the Town employees. Seconded by Councilman Kube. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Motion made by Councilman Runnett to appoint Reese Peck, Interim Town Manager, as Zoning Administrator and have this job duty added to the Town Manager Job Description. Seconded by Councilman Lawson. Motion passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Motion made by Councilman Lawson to adopt the budget schedule for Fiscal year 2022-2023 as presented and equalizing the tax rate for the real property taxes. Seconded by Councilman Runnett. Motion passed (3-0-3).**

**Tommy Runnett – yes**

**Ed Jarvis - abstain**

**Roy McGehee- yes**

**Ed Kube - abstain**

**David Lawson- yes**

**Tony Henshaw – abstain**

**Resolution made by Councilman Lawson for the prepayment of routine and/or recurring bills before authorization by Town Council to avoid late fees. Seconded by Councilman Jarvis. Resolution 2022-01 passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Motion made by Councilman Kube to go into closed session 2.2-3711(A)(8) for consultation with legal counsel regarding four specific matters requiring the provision of legal advice – 1) Personal Property and Real Estate tax due date, penalty and interest, 2) liability of the Mayor and Town Council, 3) VRS requirements and 4) 2.2-3711(A)(1) for the discussion of the performance and compensation of two specific employees. Seconded by Councilman Henshaw. Motion passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Go back into open session**

**Motion was made by Councilman Lawson to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered. Seconded by Councilman Jarvis. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Resolution was made by Councilman Jarvis concerning the roles and responsibilities of the Town Manager. Seconded by Councilman Lawson. Resolution 2022-02 was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**Motion was made by Councilman Kube to adjourn the meeting. Seconded by Councilman Henshaw. Motion was passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGehee - yes**

**Ed Jarvis- yes**

**Tony Henshaw - yes**

**Ed Kube- yes**

**David Lawson - yes**

**DRAFT**

RESOLUTION 2022-01  
AUTHORIZING PAYMENT OF BILLS

WHEREAS it is necessary for bills related to the operation of the Town of Mineral so as to avoid penalties and late fees; and

WHEREAS the Mineral Town Council wants to authorize the Town Treasurer to pay the Town's bills in a timely manner rather than wait for formal approval by the Town Council.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on March 14, 2022 that the Town Treasurer is authorized to pay routine bills associated with the operation of the Town, as well as the cost of special projects that were previously approved by the Town Council, provided that the bills were approved as part of the current budget, and provided that the bills are then presented to the Town Council for formal authorization at the next regular monthly meeting of the Mineral Town Council.

DRAFT

Resolution 2022-02  
DEFINING ROLES AND RESPONSIBILITIES THAT WILL  
CONTRIBUTE TO THE EFFICIENT AND COST-EFFECTIVE OPERATION  
OF THE TOWN

WHEREAS the Mineral Town Council has hired a local government professional as the Interim Town Manager; and

WHEREAS the Mineral Town Council seeks to improve the operation of the Town for the benefit of the citizens; and

WHEREAS defining roles and responsibilities will contribute to the efficient and cost-effective operation of the Town.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on March 14, 2022 that the Town Manager shall be vested with the sole authority to direct staff on a day-to-day basis; and

BE IT FURTHER RESOLVED that neither the Mayor nor any member of the Town Council shall direct any member of Town staff to take any action unless requested by the Town Manager; and

BE IT FURTHER RESOLVED that the role of the Town Manager is to serve the Mayor and each member of the Council and since the Town Manager does not take sides, there shall be no discussion of past grievances or conflicts by the Mayor or any member of Council with the Town Manager; and

BE IT FURTHER RESOLVED that the Town Manager, as a local government professional, shall be permitted to prioritize the projects and work tasks that need to be completed based upon timelines and level of importance; and

BE IT FURTHER RESOLVED that the Town Manager will ensure that the Mayor and members of Council are kept informed as to the operation of the Town; and

BE IT FINALLY RESOLVED that the Town Manager shall have a weekly scheduled meeting with the Mayor and the Chairman of the Personnel Committee for thirty (30) minutes regarding substantive matters and that the remainder of communications between the Mayor, members of Town Council and the Town Manager shall generally occur at committee meetings, except for special projects that the Mayor, members of Council and the Mayor are involved in.



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Pam Harlowe, Mayor  
Tommy Runnett, Vice-Mayor  
Ed Jarvis  
Edward Kube  
Roy McGehee  
Tony Henshaw  
David Lawson  
Ti-lea Austin, Town Manager  
Andrea Erard, Town Attorney

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## **TOWN OF MINERAL TOWN COUNCIL MEETING**

### **MINUTES**

**Monday, August 9, 2021  
7:00 PM**

**COUNCIL MEMBERS:** Mayor Pam Harlowe, Vice-Mayor Tommy Runnett, Ed Jarvis, Ed Kube, Roy McGehee, Tony Henshaw, David Lawson

**STAFF MEMBERS:** Ti-Lea Austin; Town Manager, Andrea Erard; Town Attorney, Ron Chapman; Town Employee

**PUBLIC:** Jonathan Vigon, Becky Vigon, Brian Thaler, Blair Nipper, Jessie Leake, Peggy Hairfield, Kenneth Gull, Tony Wade, C Guerre, Becky McGehee, Bill Proffitt, Nicole Proffitt, Susan Groome, Bob Coiner, Jim Snider, Andre Mechling, Tony Williams, and Jolyn Bullock

**TELECONFERENCE:** Roy Payne

### **Town of Mineral Council Meeting**

The Mayor opened the session with the Pledge Of Allegiance.  
The floor was opened to remarks from the public.

Nicole Proffitt spoke about the recent vote by the Louisa County Board of Supervisors to defund the Rescue Squad in Mineral. She said she has relied on them in the past, and would hate to see them not be available. She also asked why she was refunded all of her water deposit other than \$25.00. She stated she was sorry to hear about the Town Charter

Bob Coiner (Mayor of Gordonsville) spoke of the value of having your own town. He posed the question “Why rush?” He postulated that no one cares about the Town like the Towns-people. If we want to see growth and improvement then we have to find ways to grow and improve. He mentioned that he is always available to help.

Becky McGehee spoke passionately of her opposition to dissolving the Charter.

Tony Wade stated that the heart of America is small towns. He asked where the ground swells, why the rush, he said it raises questions that need answers. He posed the question “Where do your loyalties lie?” He closed with the statement “Mineral deserves better”.

Susan Groom spoke that learning of this was like being hit by a bat. She loves a small town, and very passionately asserted if you want to see Mineral reemerge then get back to work.

Roy Payne spoke from the phone. His call to action was that everyone needs to act like adults. Name calling and yelling has never resolved anything. Each and every person can help improve the town. We need to make the industry want to come here. He called for the Council to stop acting like children and get to work.

Brian Thaler spoke specifically to those who did not attend the Special Session on July 22, 2021, these are the requests of the citizens, their words are resonating in Town Hall.

Ed Jarvis spoke, stating he had a family emergency the night of the Special Session and was unable to attend. He spoke of needing input from the citizens of the Town, and that he hoped this would spur some thought.

Tommy Runnett stated that this was not done hastily, but was done to get it on the table so that people would get involved, so that they would offer their input. He stated that his phone is always on, and any time anyone wants to talk they can reach out.

The Mayor closed the public session

The Mayor opened the floor for discussion of closing an alley.

There was no discussion, the Mayor closed the floor.

Mayor opened the joint public hearing between the Planning Commission and the Town regarding Restricted Limited / Zoning Change

The hearing was called to order by Chairman Jim Snider. Attending members were: Jim Snider, Andre Mechling, Tony Williams, Tony Henshaw, and Jolyn Bullock.

The topics that were discussed by Mr. Jim Snider included the lot size determining the size of the house as well as the Health Department improvements on sewage. Further discussion continued on the sizing footprints of homes in the Town as well as proposed reduction of lot size in the Restricted Limited Zoning Classification.

**Motion made by Tony Williams to recommend adoption of the ordinance change. Seconded by Jolyn Bullock. Motion passed with a unanimous vote.**

**Jim Snider – yes**

**Andre Mechling – yes**

**Tony Williams – yes**

**Tony Henshaw – yes**

**Jolyn Bullock - yes**

The Planning Committee Meeting was adjourned.

**Motion made by Mr. Runnett to approve the change in Restricted Limited District, Ordinance 2021-05, recommended by the Planning Commission. Seconded by Mr. Jarvis. Motion passed with a unanimous vote.**

**Tommy Runnett – yes**

**Roy McGeHee – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed Kube – yes**

**David Lawson – yes**

The Mayor opened the Public Hearing regarding Check Signing

No one from the public addressed the subject. The Public Hearing was closed by the Mayor.

Mr. Kube discussed that one person from the Town and one person from Council should sign all checks. It was decided that the Town Clerk should sign all checks or the Town Manager in the Clerk's absence. As well as the Mayor should sign all checks or the Vice Mayor in the Mayor's absence.

**Motion was made by Mr. Kube to adjust check signing protocols as stated above. Seconded by Mr. Henshaw. Motion was passed with a unanimous vote. Ordinance 2022-08**

**Tommy Runnett – yes**

**Roy McGeHee – yes**

**Ed Jarvis – yes**

**Tony Henshaw - yes**

**Ed Kube – yes**

**David Lawson - yes**

Discussion was had regarding the Town Charter.

**Motion was made by Mr. McGehee to reconsider the motion made at the July 12, 2021 Town Council Meeting to continue dissolving the Town Charter. Seconded by Mr. Jarvis. Motion passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

**Motion was made by Mr. McGehee to repeal the motion to dissolve the Town Charter. Seconded by Mr. Kube. Motion passed with a unanimous vote..**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

The Mayor asked for approval of the agenda

**Motion was made by Mr. Runnett to approve the agenda. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

**Motion was made by Mr. Runnett to approve the July 12th, 2021 regular Town Council Meeting minutes. Seconded by Mr. Kube. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

**Motion was made by Mr. Kube to approve the Special Session minutes held on July 22, 2021. Seconded by Mr. Lawson. Motion was passed (4-0-2).**

<b>Ed Kube - yes</b>	<b>David Lawson – yes</b>
<b>Roy McGeHee - yes</b>	<b>Tommy Runnett - abstain</b>
<b>Tony Henshaw– yes</b>	<b>Ed Jarvis - abstain</b>

Discussion was had about the bills. It was discussed to move tree removal to maintenance and repair vs. beautification.

**Motion was made by Mr. Runnett to approve the August bills to be paid. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Town Managers Report by Ti-Lea Austin (In addition to the written report submitted in the packet).** The blinds inside the Council Chambers will be installed Thursday. Paving repairs are on schedule. It is tentatively to be three to seven weeks for repair of the air conditioner in Town Hall.

**The Town Attorney Report by Andrea Erard:** Ms. Erard addressed the \$25.00 water deposit. She stated we are entitled to charge a processing fee, but not a deposit on property owners. She also discussed the policy on signs, specifically political signs, being set up throughout the Town of Mineral and on Town Hall’s property.

**Motion made by Mr. McGehee to close the alley on Eighth Street, Ordinance 2021-07. Seconded by Mr. Runnett. Motion was passed (5-0-1).**

<b>Tommy Runnett - yes</b>	<b>Roy McGeHee - yes</b>
<b>Ed Jarvis -yes</b>	<b>David Lawson - yes</b>
<b>Ed Kube - yes</b>	<b>Tony Henshaw - abstain</b>

**Audit Committee report by Ed Kube -** Mr Kube reported that they are addressing the four issues reported by the audit. The employee handbook should be ready for September.

**Beautification Committee Report by Ed Kube** - Mr. Kube reported that the Mural by the Farmers Market is fading, and the shrubbery in front of it needs maintenance. Mr. Kube will look into banners for Mineral Avenue. Mr. Runnett stated that he had spoken with the daughter of the person who created the mural, and she will get the area maintained. Sidewalks through Town were discussed as an item to look into.

**Building/Maintenance Committee Report by Ed Jarvis** - Discussion was had about the derelict properties in Town. It was decided that Mayor Harlowe would take one side of Town, and Vice Mayor Runnett would take the other to compile a list of derelict properties.

**Cemetery Committee Report by Tommy Runnett** - Mr. Runnett reported that the lowest bidder for maintenance has yet to respond, and suggested postponing bids until time to trim.

**Communications Committee Report by Ed Kube** - Mr. Kube reported on the update of the Town website, deadline for the overall update is September 30, 2021. It was also reported that Covid relief money can be used to better the Audio/Visual capabilities within Town Hall.

**Economic Committee Report** - Mayor Harlowe spoke about the business next door to Sparks Electric, the store sells items online and in person.

**Personnel Committee Report by Ed Kube** - Mr. Kube reported that they would like to make the Part Time DMV Clerk role into a full time position. They would also like to reinstate the previously accepted Day Time Maintenance position. It was also reported that the Committee is waiting for a job description to be written for a Special Projects Coordinator position.

**Motion was made by Mr. Kube to change the Part Time DMV Clerk to full time. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Motion was made by Mr. Kube to reinstate the Part Time Daytime Maintenance position. Seconded by Mr. Jarvis. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Police and Legal Committee report by Mr. McGeHee** - Mr. McGeHee continued the discussion of derelict properties.

**Streets Committee report by Tommy Runnett** - Mr. Runnett reported that the Chestnut Avenue extensions was approved by VDOT

**Motion made by Mr. Runnett to accept the Chestnut Avenue extensions, previously approved by VDOT. Seconded by Mr. Kube. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Water and Sewer Committee report by Tommy Runnett** - Mr. Runnett reported that wastewater cost is down through July and August, so the repairs are working. The committee proposed a spray in place solution for water and sewer repair, and will review a work parameter and timeframe.

Mr. Jarvis discussed the lack of public restrooms at the Family Dollar in Town.

### **Old Business**

Mr. Jim Snider spoke on what establishes a quorum for the Planning Commission.

**Motion was made by Mr. Kube for the Town to change the quorum to seven for the Planning Commission. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Motion made by Mr. McGeHee to accept the Personal Property Tax Relief Act. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Motion made by Mr. Jarvis to approve the Hometown Parade on September 23, 2022. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

Mr. Kube discussed keeping the Town Code up to date via online and hard copy. Mrs. Ti-lea Austin gave a response that the Town Code is being addressed and getting updated.

Discussion was had in regards to the Town Managers goals.

**Motion was made by Mr. Jarvis to go into closed session to discuss performance and goals of the Town Manager pursuant to Virginia Code 2 14-3711 A1. Seconded by Mr. Lawson. Motion was passed with a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Council reconvened and certified that only the matters identified in the Motion to go into closed meeting were heard, discussed or considered.**

**So Certified:**

<b>Pam Harlowe - yes</b>	
<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson - yes</b>

**Motion was made by Mr. Kube to approve the Town Manager’s goals. Seconded by Mr. Lawson. Motion was passed by a unanimous vote.**

<b>Tommy Runnett – yes</b>	<b>Roy McGeHee – yes</b>
<b>Ed Jarvis – yes</b>	<b>Tony Henshaw - yes</b>
<b>Ed Kube – yes</b>	<b>David Lawson – yes</b>

Discussion was had concerning a complaint from the DMV Supervisor on Monday August 2nd.

**Motion was made by Mr. McGehee to adjourn the meeting. Seconded by Mr. Lawson. All Council members agreed to the motion by consent.**

The Mayor adjourned the meeting.

ORDINANCE NO. 2021-05 AMENDS THE MINERAL TOWN CODE, CHAPTER 425, "ZONING," ARTICLE II, "RESIDENTIAL LIMITED DISTRICT," SECTION 425-5, "AREA REGULATIONS," AND ARTICLE III, "RESIDENTIAL GENERAL DISTRICT," SECTION 425-15, "AREA REGULATIONS" TO MODIFY THE MINIMUM LOT SIZE FOR SINGLE FAMILY DWELLINGS IN THE RESIDENTIAL LIMITED DISTRICT AND RESIDENTIAL GENERAL DISTRICTS. ORDINANCE NO. 2021-05 ALSO IMPLEMENTS A REQUIREMENT FOR A PLAYGROUND, GREEN SPACE OR RECREATIONAL ARE IN MULTI-FAMILY DWELLINGS OR APARTMENTS. ORDINANCE NO. 2021-05 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY IN VA CODE §§15.2-2200, 15.2-2280, 15.2-2285 & 15.2-2286.

**§ 425-5. Area regulations.**

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. For single-family dwellings on residential lots having individual sewage disposal, the minimum lot area shall be not less than five times the floor area of the first or ground level of the dwelling, and sufficient for Health Department approval of a septic system. Any floor above the first or ground floor shall not exceed the size of the first or ground floor. For permitted uses, other than residential, utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Louisa County Health Department.
- C. For single family dwellings on residential lots served by public sewage, the lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the ground floor.

**§ 425-15. Area regulations.**

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. For permitted uses other than residential utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Health Department, but in no case less than 15,000 square feet.
- C. The lot area shall be at least five times the square footage of the floor area of the first or ground level of the dwelling or other building constructed on said lot, the floor area to be the total floor area of the floor on each story of such dwelling and any other building.
- D. Multifamily dwellings, apartments or other buildings that will house children will need to include provisions for a playground, green space, or recreational area and will require the approval of the planning commission upon receipt of the plans in keeping with the Town's

Comprehensive Plan for the purpose of maintaining the Town's historic image while fostering growth and maintaining a clean and healthy appearance.

**ORDINANCE NO. 2021-07**  
**VACATES AN UNDEVELOPED PORTION OF EIGHTH STREET LOCATED**  
**NEAR 808 N FOREST AVENUE IN THE TOWN OF MINERAL**

BE IT ORDAINED, by the Mineral Town Council, following a properly advertised public hearing on August 9, 2021, that Ordinance No. 2021-07, vacates an undeveloped portion of the alley located at 9<sup>th</sup> street near block 139 in the Town of Mineral as requested by Kermit D. Greene for the purpose of building a house for a family member since he owns lots 9, 10, 11, and 12 on block 139.

BE IT FINALLY ORDAINED that following the vacation/abandonment of an undeveloped portion of the alley located at 9<sup>th</sup> street near block 139 in the Town of Mineral the Town shall retain a utility easement.

*Certified to be a true copy of Ordinance 2021-07 which was approved by unanimous vote on August 9, 2021 at which a quorum of Council was present.*

ORDINANCE NO. 2021-08

ORDINANCE NO. 2021-08 MODIFIES SECTION 32-2 “EXECUTION OF CHECKS FOR DISBURSEMENT OF TOWN FUNDS” OF THE MINERAL TOWN CODE TO CLARIFY PERSONS AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE TOWN.

BE IT ORDAINED by the Mineral Town Council, that section 32-2, “Execution of checks for disbursement of Town funds” shall be amended to read as follows:

**§ 32-2. Execution of checks for disbursement of Town funds.**

All checks issued by the Town shall be signed by the Town Treasurer, or in the absence or unavailability of the Town Treasurer, the Town Manager. All checks issued by the Town shall also be signed by the Mayor, or in the absence or unavailability of the Mayor, the Vice-Mayor.

*Adopted by the Town Council of Mineral this 9<sup>th</sup> day of August 2021 by unanimous, roll call vote.*

*Voting Aye: Tommy Runnett, Edward Jarvis, Edward Kube, Roy McGehee, Tony Henshaw, David Lawson*

\_\_\_\_\_  
Hon. Pam Harlowe, Mayor

ATTEST:

\_\_\_\_\_  
Clerk of the Council



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** Bills to be Paid April 2022

**ITEM TYPE:** Accounts Payable

**PURPOSE OF ITEM:** Approval by Town Council

**PRESENTER:** Lisa Yates

**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in April 2022

**ATTACHMENTS:**

Bills to be Paid report

**REQUESTED ACTION:**

Approve for vendor payment

## April 2022 Bills to be Paid

Vendor	Account	Account Number	Description		Amount
Advanced Network System	Telephone	015-415			
Aflac	Employee Insurance - Health	015-356		BRB 3/29/2022	\$ 76.36
Anthem	Employee Insurance - Health	015-356		BRB 5/01/2022	\$ 2,502.00
AP Security	Office Supplies	015-375	Reset set security codes		\$ 415.00
Besley Implements	Repair/Maintenance General	015-395	Bumper		\$21.18
BMS Direct	Office Supplies	015-375	RE & PP ticket printing		\$ 982.94
Cedar Mountain Stone	Repair/Maintenance General	015-395			\$ 813.12
Central Virginia Contractors	Repair/Maintenance General	015-395	invoices 5274, 1476		\$ 3,096.00
Comcast/xfinity	Internet	015-510		auto 4/06/2022	\$ 168.35
Courney Cleaning Service, Inc	Cleaning of Office	015-520			\$ 750.00
Dominion Virginia Power	Electricity	015-410	Electric		\$ 828.94
Duke Oil	Gas & Oil	015-345			\$ -
Ellington, Barbara	Water deposit refund	015-460			\$ 104.50
Enviromation, Inc	Repair/Maintenance W & S	015-396	Repair Well House		\$ 1,236.00
Erard, Andrea G, Esq	Legal Fees	015-360			\$ 1,250.00
Fortiline	Repair/Maintenance W & S	015-396			\$ 5,720.14
Lakeway Publishers, Inc	Advertising	015-305	The Central Virginian		\$ 952.28
Louisa County Landfill	Landfill	015-425			\$ 1,396.24
Louisa County Water Authority	County Water	015-325	water - gallons		\$ 1,628.40
Louisa County Water Authority	County Waste Water	015-320	sewer - gallons		\$ 11,828.26
Louisa County Water Authority	County Water	015-325	water connection fees (x3)		\$ 3,000.00
Lloy's Heating & Cooling	Repair/Maintenance General	015-395	fixed gas leak in HVAC		\$ 184.00
Main Street Supply	Repair/Maintenance General	015-395	Duct tape, paint, pvc fittings, office shelving		\$ 295.82
Napa	Repair/Maintenance General	015-395	Oil Filters/ Oil		\$ 137.40
Nipper, Catherine	Refund for tax overpayment	015-475			\$ 65.28
Peck, Reese	Office Supplies	015-375	Paper		\$ 36.82
Pam Harlowe	Milage Reimbursement	015-465	Milage		\$ 50.00
Quarles	Gas & Oil	015-345			\$ 1,759.01
QS1 (PubliQ)	Office Supplies	015-375	Office Supplies		\$ 634.78
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer		\$ 555.82
Ricoh	Office Supplies	015-375	Copier Rental		\$ 333.42
Ricoh	Office Supplies	015-375	Copier Rental		\$ 83.97
Seay, Amy	Refund for tax overpayment	015-475			\$252.00
Seawright, Latonya	Office Supplies	015-445			\$1,000.00
Studio490	Web Page Maintenance	015-490			\$ 350.00
Updike	Trash	015-569			\$ 2,670.72
Verizon	Telephone	015-415			\$ 545.89
IRS Department of Treasury	Payroll Taxes	015-380	Adjusted amount due		\$ 58.32
*Federal Tax Deposit	Payroll Taxes	380 & 012			\$ 4,414.40
*Virginia Dept Taxation	Payroll Taxes	015-012			\$ 826.13
VUPS - Virginia Utility Prot. Service	Misc	015-170			\$ 14.70
<b>Sams Club - Mastercard Credit</b>				auto 3/20/22	
Google	Internet	015-510			\$ 202.80
Water	Office Supplies	015-375			\$ 9.99
Amazon	Office Supplies	015-375			\$ 2,319.47
<b>Total Charge Card</b>				\$ -	\$ 2,532.26
<b>Truist Bank - Visa Credit Card</b>					
VA Dept General Services	Water test kits	015-430			\$ 84.97
United States Post Office	Postage	015-390			\$ 116.00
Lakeway Publishers, Inc	Advertising	015-305			\$ 30.00
<b>Total Charge Card</b>				\$ -	\$ 368.97
					\$ 56,702.65
Prepared by LKY					



# TOWN OF MINERAL

## TOWN COUNCIL MEETING

### MONTHLY REPORT / PROJECT UPDATE

#### **AGENDA ITEM: Interim Town Manager Monthly Report**

**DATE: 04/08/2022**

**PREPARED BY: Reese Peck**

#### **MONTHLY REPORT / PROJECT UPDATE:**

- FOIA requests – Request must be responded to within five days. A seven day extension is possible if justified. Eight requests have been filed in the last 30 days. Six have been responded to and the two outstanding requests have seven-day extensions.
- Set-up Coronavirus State and Local Fiscal Recovery Funds Project and Expenditure Report Portal - Reporting deadline is April 30, 2022.
- Set-up the account for the new health insurance portal and entered plan and employee information.
- Applied to be Administrator for the Town's Sam.gov account. This is required before I can file our Project and Expenditure Report referenced above.
- Provided the County with information required to comply with a federal audit on the first two rounds of the Municipal Utility Relief program (the former Town Manager Ti-Lea Austin did this on my behalf).
- Requested an extension for distribution of the third round of Municipal Utility Relief funds. The funds were supposed to be distributed in January and February. The responsible staff person did not do this or inform me we were receiving funding. An extension to April 8<sup>th</sup> was granted to distribute the funds.
- Distributed Round 3 applications and disbursed to qualifying applicants.
- Set-up QS1 accounting software on the Town Manager computer.
- Working with QS1 technicians to restructure chart of accounts.
- Initiated record management project using the former Town Hall as the site for sorting records.
- Recruited candidate to be replace the current Clerk/Treasurer who resigned March 29<sup>th</sup> effective April 8<sup>th</sup>.
- Installed new phone system, set-up the two virtual receptionists, one for Town Officers and another for DMV Select staff members, and ring groups.
- Fixed the google drive desktop function on the Clerk/Treasurer's computer.
- Met with the outside accountant on her concerns about the Town's fiscal procedures and reports. Initiated review of her concerns.
- Met with Personnel and Finance committees.
- Met with a Representative of the Thomas Jefferson Planning Commission concerning their Hazard Mitigation Working Group.
- Issued two zoning approvals.
- Reached out to former tax ticket preparer about using them next year and what additional services they may have available to streamline the process for next year's collections.
- Discussed several legal concerns with Town Attorney.

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

- Order to replacement laptops.
- Set-up tax exempt account with staples.
- Worked with Mayor on aligning bank account authorized agents with compliance with the Councils directive.
- Discussed development proposal with Salvatore Luciano.
- Compiled and produced Council's agenda packet.

**ATTACHMENTS:**

- Updated Town Manager job description.
- Thomas Jefferson Hazard Mitigation Working Group – letter of representation.

**HEADS UP ITEMS:**

- The Town does not have a staff person to handle cemetery requests.
- A public hearing date to amend the FY 21 budget will need to be set at the next Council meeting.

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

**TOWN MANAGER**  
FLSA Status: Exempt

**GENERAL DEFINITION OF WORK:**

Performs complex professional and administrative work directing programs and operations of the town government; does related work as required. Work is performed under general supervision. Supervision is exercised over appropriate town staff.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Planning, directing and coordinating the overall operation of the town government; serving as chief administrative and operating officer; ensuring proper operations, staffing and budgeting; advising and assisting the Town Council on operations and governance.  
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ▶ Serves as chief administrative officer of the Town.
- ▶ Serves as zoning administrator of the Town.
- ▶ Prepares and presents the annual budget to Council.
- ▶ Administers approved operating budget.
- ▶ Meets and confers with department heads concerning issues affecting the Town.
- ▶ Develops and reviews research position papers and memoranda and makes recommendations to the Council concerning the overall management of the Town.
- ▶ Identifies needs and develops strategies to meet short and long-range goals affecting the Town.
- ▶ Attends and participates in Town Council meetings and numerous other committee or council meetings and public hearings, advising and providing necessary information.
- ▶ Reviews and prepares written reports and recommendations for the Town Council.
- ▶ Supports the work functions of all committees, boards and task forces appointed by the Mayor / Town Council.
- ▶ Makes recommendations on various Town matters for consideration and possible action by the Council.
- ▶ Carries out all policies and instructions in a manner consistent with Federal, State and local regulations.
- ▶ Executes and enforces all resolutions, State laws and orders under the jurisdiction of the Council.
- ▶ Oversees Town personnel and financial management functions.
- ▶ Represents the Council at meetings and conferences as directed.
- ▶ Performs liaison activities to other local, State and Federal agencies and organizations.
- ▶ Receives and answers or responds to telephone complaints or inquiries.
- ▶ Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a town government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, Mayor, Town Council and the general public; ability to plan and direct the work of the Town workforce.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration and extensive experience in an administrative capacity in local government.

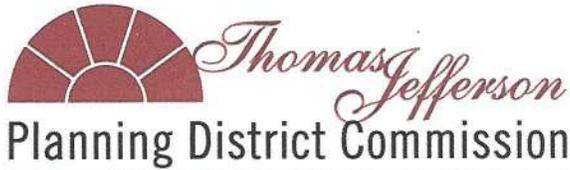
### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



*Regional Vision • Collaborative Leadership • Professional Service*

April 8, 2022

**Letter of to Indicate Representation of Town of Mineral on Hazard Mitigation Working Group**

To whom it may concern:

This letter indicates that the Town of Mineral was represented on the 2023 Hazard Mitigation Plan Update Working Group by County of Louisa staff. Due to similar hazard risks shared by the Town and the rest of the County and shared emergency and natural hazard response services, the County's position on the Working Group represented the Town in generating a new risk assessment and hazard identification for the County, among other Working Group tasks.

Town staff were engaged directly with Thomas Jefferson Planning District Commission staff in updating the Town's mitigation action items and generating new items for the 2023 plan.

Sincerely,

A handwritten signature in black ink that reads "Reese Peck".

Reese Peck  
Town Manager



**TOWN OF MINERAL  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM: DMV Manager Monthly Report**

**DATE: 04/07/2022**

**PREPARED BY: Shannon Hawkins**

**MARCH MONTHLY REPORT / PROJECT UPDATE:**

- 1. Hired a Full-time employee Mona Nelson, Mona comes to us from a full-service DMV and is already trained for DMV transactions.**
- 2. Waiting for Mona Nelsons background to clear estimated date April 11, 2022**
- 3. DMV has been very short staffed through the month of March. Kenzie Brookes went on maternity leave Mar 2, 2022.**
- 4. Continued to receive title work from Richmond, ABS, Maryland Tag and Title, Ireland Tag and Title, Patriot Tag and Title and Fleet Tag and Title LLC.**
- 5. Increased and surpassed goals set for DMV revenue.**

**ATTACHMENTS:**

**Monthly Revenue Report**

**HEADS UP ITEMS: I emailed Richmond about the connect team setting up at our office. This was the response: "Any update as to when a mobile unit could come to Mineral Dmv Select 361- Shannon Hawkins Currently there is not, we have 2 Richmond teams and one of them is currently short staffed so our schedule has to be adjusted to assist until the positions are filled. Once we have a handle on our new schedule I will contact you with a date for an event at Mineral Select.- Brandon Worrell "**

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



**TOWN OF MINERAL  
TOWN COUNCIL MEETING  
MONTHLY REPORT/ PROJECT  
UPDATE**

**AGENDA ITEM:** Town Clerk/Treasurer Council Monthly Report

**DATE:** April 11, 2022

**PREPARED BY:** Rebecca Snyder

**MONTHLY REPORT / PROJECT UPDATE:**

**Spring Grove Cemetery**

Monthly sales for March: \$2,800.00 – Deposit made on April 5, 2022.

LGIP: \$380.00 – Check mailed on April 5, 2022

Coordinated site locations with Hank Staudinger to mark graves sites and headstones sites

**CLERK / TREASURER**

Water bills due April 15, 2022, created and mailed March 23, 2022

Worked on bank reconciliations

Continued with daily tasks as follows but not limited too

- Weekly staff meeting lead by Reese Peck
- Accepted payments from residents and businesses for water, meals tax, BPOL, tax bills etc.
- Made bank deposits 2-3 per week to Blue Ridge Bank and collected the mail from Town's PO Box.
- Completed weekly payroll and distributed paychecks to all staff
- Created office supply order two times per month.
- Submitted monthly payroll taxes for Federal and Virginia State Government
- Submitted Quarterly VEC report
- Coordinated VA811 / Miss Utility tickets with Hank Staudinger
- Corresponded with Hank Hicks for any maintenance needs of the office or town

**ATTACHMENTS:** n/a

**HEADS UP ITEMS:** n/a



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Real Estate and Personal Property Tax Due Date Ordinance**

**ITEM TYPE: Action**

**PURPOSE OF ITEM: Decision**

**PRESENTER: Andrea Erard**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:** The late mailing of tax bills has resulted in a majority of the Town's residents being subject to late payment penalties.

**ATTACHMENTS:**

None

**REQUESTED ACTION:** Amend the existing ordinance by selecting a new due date and setting a date for a public hearing.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab G Informational Presentation – Development of Blocks 150 &151**

**ITEM TYPE: Informational**

**PURPOSE OF ITEM: Discussion**

**PRESENTER: Salvatore Luciano**

**ATTACHMENTS:**

A letter with the details of what Mr. Luciano would like to do with Block 150 and 151 along with a plat. The lots that are in yellow are not part of the purchase.

**REQUESTED ACTION:**

Council feedback.

Sal Luciano  
6812 Boston Creek Ct  
Moseley, Virginia 23120

April 4, 2022

Reese Peck  
Town Manager/Zoning administrator  
Town of Mineral  
Mineral, Virginia 23117

Dear Mr. Peck,

I am writing to discuss my desire to develop Block 150, lots 1-3, 5-13, 16-20 and Block 151 lots 1-8, 10-12, 14-16. I currently have ratified a contract with the owner to purchase after a 90-day feasibility study. I would like to open Piedmont Ave from Kennon Rd to Ninth Street to be able to access those lots and build single family dwellings. This area is zoned Residential General and requires the lot be not less than 15,000 Sq Ft. The road will be built to VDOT standards, and I am currently working with Mark Wood from the Louisa office to determine the requirements. From my knowledge of the town utilities, I am aware that there is not currently sewer access or a water line to service that area. My plan would be to use a septic drain field for sewer needs but to hook up to Town water. I would also like to request to close the alley from Ninth Street to Kennon Rd on both Block 150 and Block 151. With the development of Piedmont Ave, I don't see that the alleys would need to remain open since any utilities could be run on the easement of Piedmont Ave if needed in the future.

In exchange for allowing me to open Piedmont Ave and close/deed the two alley ways, I would proffer the construction cost to open Piedmont Ave, and the cost and construction to run a 4" water line to supply the area from the current water line on 8<sup>th</sup> street and Piedmont Ave or another suitable location. This water line could be used by other residents in the area that have limited water supply due to the current size and age of the water line in the area. I would just request that the Town of Mineral provides the tap cost and connection to the current water line on 8<sup>th</sup> Street as well as setting the meter and providing the water line from the corporation stop on the main line up to the meter on the property line as is the current practice for the \$4000 water connection fee.

I have included a plat of the area I am referring too. The lots in yellow are currently owned by another company. I would like to be added to the agenda for the April 11<sup>th</sup> Council Meeting to discuss this option with Council and see if they have any questions or concerns.

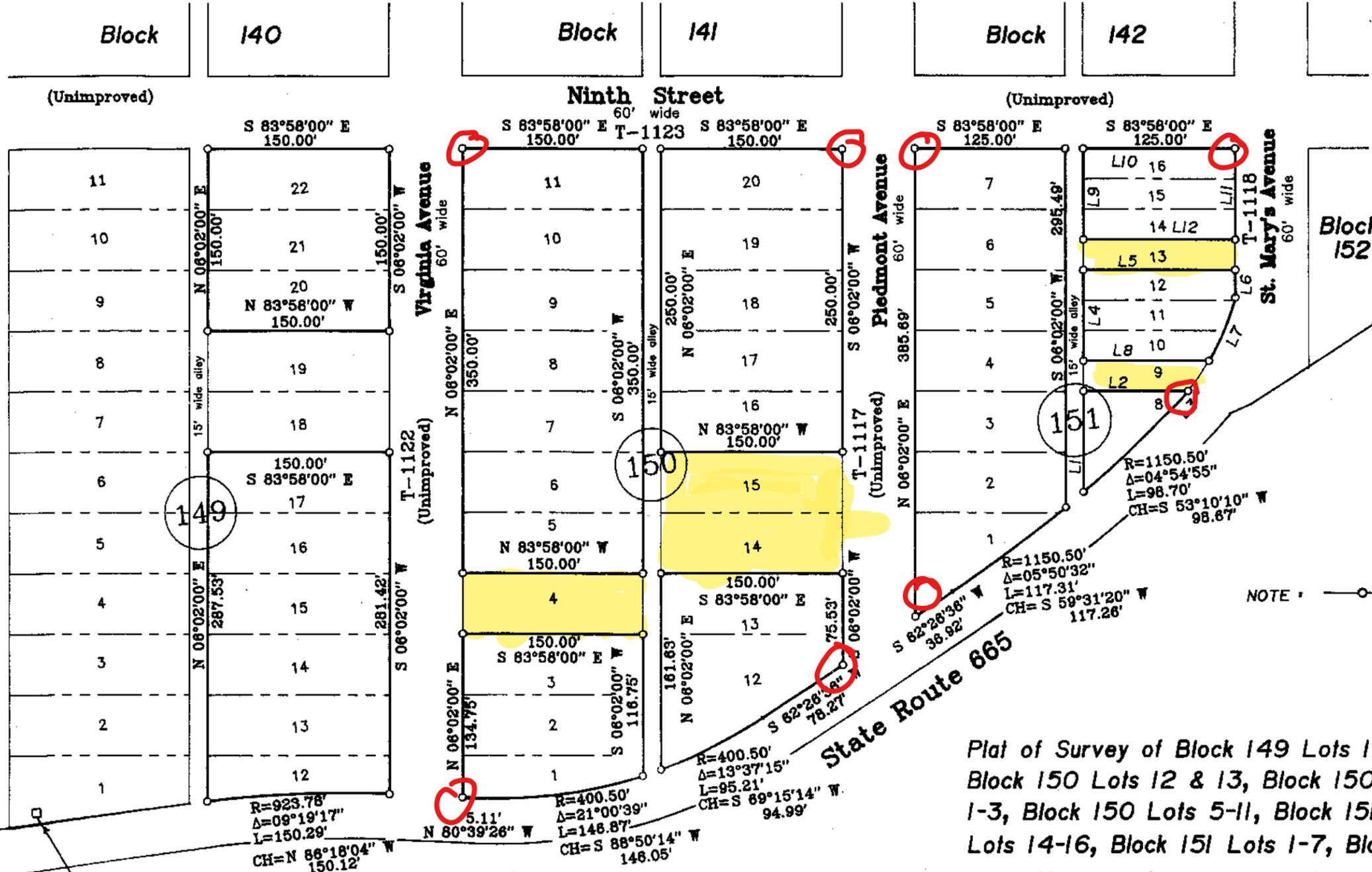
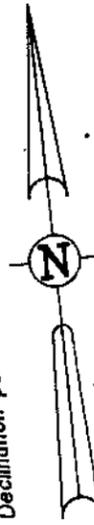
Please feel free to reach out to me to discuss and questions or concerns.

Thank you for your consideration.

Sincerely,

Sal Luciano  
804-366-2400

Magnetic Declination per Polaris Observation 5'57" West



COURSE	BEARING	DISTANCE
9	N 06°02'00" E	75.00'
10	S 83°58'00" E	125.00'
11	S 06°02'00" W	75.00'
12	N 83°58'00" W	125.00'

COURSE	BEARING	DISTANCE
4	N 06°02'00" E	75.00'
5	S 83°58'00" E	125.00'
6	S 06°02'00" W	22.64'
7 - LC	S 28°16'49" W	56.57'
8	N 83°58'00" W	103.58'
CURVE	RADIUS	ARC LENGTH
7	204.16'	56.75'

COURSE	BEARING	DISTANCE
1	N 06°02'00" E	82.94'
2	S 83°58'00" E	86.42'
3 - LC	S 47°44'09" W	21.19'
CURVE	RADIUS	ARC LENGTH
3	204.16'	21.20'

NOTE: —○— Denotes Rod Set unless otherwise indicated.

Plat of Survey of Block 149 Lots 12-17, Block 149 Lots 20-22  
 Block 150 Lots 12 & 13, Block 150 Lots 16-20, Block 150 Lots  
 1-3, Block 150 Lots 5-11, Block 151 Lots 10-12, Block 151  
 Lots 14-16, Block 151 Lots 1-7, Block 151 Lots 1-8

Town of Mineral, Louisa County, Virginia  
 Scale: 1" = 100' 9 May 1996

U.S.C. & G.S.  
 Monument  
 (Mineral 1932)



JAMES H. BELL, JR., P.C.  
 PROFESSIONAL LAND SURVEYOR  
 Mineral, Virginia 23117



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM:** VRS Administrator  
**ITEM TYPE:** Action  
**PURPOSE OF ITEM:** Motion to Approve Appointment  
**PRESENTER:** Reese Peck  
**PHONE:** 540-894-5100

**BACKGROUND / SUMMARY:**

The Town Manager job description does not list VRS administrator as one of the manager's responsibilities. A motion to appoint the Town Manager would clarify that this duty lies with the Town Manager.

**ATTACHMENTS:**

VRS Authorization of Administrative Contacts Form

**REQUESTED ACTION:** Motion to appoint the Town Manager as VRS Administrator and have this job duty added to the Town Manager Job Description.

# AUTHORIZATION OF ADMINISTRATIVE CONTACTS



**VIRGINIA RETIREMENT SYSTEM**  
P.O. Box 2500 ♦ Richmond, VA 23218-2500  
Toll-free 1-888-827-3847  
Fax 804-786-9718  
[www.varetire.org](http://www.varetire.org)

Employer Name and Code(s): (Enter all that apply)

Complete this form to identify administrative contacts who will manage VRS contacts for the employer identified above. The contacts identified on this form have access (online and by phone) to VRS member information. Use this form to update the three required contacts as needed. Information about each contact role is provided at the end of the form.

**Note:** Complete this form in its entirety; this form supersedes all VRS-67A forms previously submitted to VRS.

## PART A. PRIMARY ADMINISTRATIVE AUTHORITY (Please print clearly or type)

<b>Name</b> (First, Middle Initial, Last)	
VRS Customer ID: _____	
Mailing Address: _____	
City: _____	State: _____ ZIP+4: _____
* Start Date: _____	* End Date: _____
Work Phone: _____	Mobile Phone: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile	Fax: _____
Job Title: _____	
Email: _____	
Organization's Website: _____	
For communications from VRS (Choose one):	
<input type="checkbox"/> Send to me <i>and</i> the Primary VRS Administrator <input type="checkbox"/> Send to the Primary VRS Administrator only	
I certify that I am the administrative contact named above, that I am responsible for the oversight of this organization, I have the authority to designate the staff of this organization to be VRS contacts, and I authorize such staff to access VRS member records, including online access to VRS information. I recognize that VRS is authorized to provide this information pursuant to <i>Code of Virginia § 2.2-3803(C)</i> , and I agree to take full responsibility for any use of this information that violates Virginia or federal law, including without limitation the Virginia Government Data Collection and Dissemination Practices Act.	
I certify the administrative contacts designated on this form are authorized to obtain information from VRS about members within the organization identified above. Additionally, I certify the contacts are authorized to access VRS member records using myVRS Navigator.	
I understand that I and the administrative contacts identified on the following page are responsible for updating contact information in a timely manner. I also certify that I have the authority to designate administrative contacts and that it is my responsibility to notify VRS of any changes to the contacts listed on this form.	
_____	Indicate Signer's VRS Role: <input type="checkbox"/> PAA <input type="checkbox"/> VRS Admin _____
Authorized Signature and VRS Role	Date

Total Number of Pages in Request: \_\_\_\_\_



**PART B. ADMINISTRATIVE CONTACT DESIGNATIONS**

Copy this page as needed to designate secondary contacts for either role listed below.

**VRS Administrator**

<b>Name</b> (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ ZIP+4: _____
Choose one: <input type="checkbox"/> Primary VRS Administrator <input type="checkbox"/> Secondary VRS Administrator
* Start Date: _____ * End Date: _____
Work Phone: _____ Mobile Phone: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile                      Fax: _____
Job Title: _____
Email: _____

**Security Administrator**

<b>Name</b> (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ ZIP+4: _____
Choose one: <input type="checkbox"/> Primary Security Administrator <input type="checkbox"/> Secondary Security Administrator
* Start Date: _____ * End Date: _____
Work Phone: _____ Mobile Phone: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile                      Fax: _____
Job Title: _____
Email: _____

\* The start date of the contact's access is the date the information is entered into myVRS Navigator, unless a future date is specified. An end date is not required; however, selecting an end date allows VRS to automatically end access on that date.

## **ABOUT THE CONTACTS AND THEIR ROLES**

An individual can be assigned one or more roles based on the structure and needs of the organization. Each role is assigned a security profile that provides access to information in myVRS Navigator. The contact's role defines the data that may be viewed, created, and updated. As an example, all roles may access the myVRS Navigator dashboard and consolidated view; however, some information on the pages differ according to contact's specified role. Note: Sharing of usernames and passwords is strictly prohibited by VRS and the Commonwealth of Virginia.

Persons in the roles listed below must be in positions covered by VRS and enrolled in myVRS Navigator before VRS can create their contact records

### **About the Primary Administrative Authority (PAA)**

The primary administrative authority for VRS purposes must be the highest-level decision maker with oversight of the organization. VRS accepts employees with the following job titles as primary administrative authority:

School Boards:	School Superintendent, Executive Director
State Agency:	Executive Director, Director, Deputy Director, Commissioner, Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Clerk of the Senate/House of Delegates, Lt. Governor, Adjutant General, Auditor of Public Accounts, Chief Information Officer, Attorney General, State Treasurer, Superintendent, Tax Commissioner, Secretary of Transportation, State Librarian, President of College or University, Chancellor, State Forester
County/City/Town:	Mayor, Manager, County Administrator, County Executive, Superintendent, Director of Budget/Finance, Executive Director
Commissions/Authorities:	Executive Officer, Chief Financial Officer, Director of Finance

The PAA can choose to have the primary VRS administrator be the only contact for communications and notifications, or the PAA can choose to receive these notifications along with the primary VRS administrator. However, the PAA is the only authorized individual to receive a monthly summary of activities performed on member records by authorized contacts and a quarterly communication listing contacts who made changes to their own record.

VRS requires the PAA and the security administrator to complete a security review that certifies all contact information. The PAA and the security administrator are required to receive communications about this review.

### **About the VRS Administrator**

The VRS administrator is appointed by the primary administrative authority. One person can be designated as the primary VRS administrator; another person can be a secondary VRS Administrator if needed. If the VRS Administrator needs to access myVRS Navigator, the necessary roles must be assigned.

### **About the Security Administrator**

The security administrator is the administrative contact who adds other contacts and manages access to myVRS Navigator by assigning the appropriate security roles to those contacts. The security administrator automatically has most employer roles in myVRS Navigator, allowing access to the system and its processes. More than one security administrator may be named; one must be identified as the primary security administrator. The primary security administrator coordinates with the PAA to complete the security review.

Past Due Report

Account # Account Information

SSN	Last Print Date	Current	Past Due	30 Days	60 Days	90 Days	Total Balance	Total Amount	Past Due
*****0000	03/14/2022	\$61.90	\$0.00	\$98.25	\$0.00	\$0.00	\$160.15	\$98.25	\$98.25

Bill Date: 1/25/2022 Due: 2/15/2022  
P/C/R/F: [REDACTED]  
Serv #: [REDACTED]  
Grid#: [REDACTED]  
Charge: \$0.95

Bill Date: 2/22/2022 Due: 2/22/2022  
P/C/R/F: [REDACTED]  
Serv #: [REDACTED]  
Grid#: [REDACTED]  
Charge: \$35.40

100 WATERIN Charge: \$26.50

200 SEWRIN Charge: \$35.40

100 WATERIN Charge: \$26.50

200 SEWRIN Charge: \$35.40

Total of charges: \$98.25

100 WATERIN Charge: \$123.80

200 SEWRIN Charge: \$61.90

100 WATERIN Charge: \$26.50

200 SEWRIN Charge: \$35.40

Total of charges: \$824.23

\*\*\*\*\*0000 09/28/2021 \$155.52 \$0.00 \$219.86 \$109.54 \$1,451.25 \$1,936.17 \$1,780.65

Account # Account Information

SSN Last Pmt Date Current Past Due 30 Days 60 Days 90 Days Total Balance Total Past Due Report Amount

Bill Date: 1/25/2021 Due: 2/15/2021 P/C/R/F: [REDACTED] 100 WATERIN Charge: \$116.62

Bill Date: 2/26/2021 Due: 3/15/2021 100 WATERIN Charge: \$60.37

Bill Date: 3/26/2021 Due: 4/15/2021 100 WATERIN Charge: \$73.51

Bill Date: 4/26/2021 Due: 5/17/2021 100 WATERIN Charge: \$49.19

Bill Date: 5/21/2021 Due: 6/15/2021 100 WATERIN Charge: \$60.92

Bill Date: 6/22/2021 Due: 7/15/2021 100 WATERIN Charge: \$62.33

Bill Date: 7/21/2021 Due: 8/16/2021 100 WATERIN Charge: \$75.71

Bill Date: 8/23/2021 Due: 9/15/2021 100 WATERIN Charge: \$66.03

Bill Date: 9/22/2021 Due: 10/15/2021 100 WATERIN Charge: \$68.62

Bill Date: 10/25/2021 Due: 11/15/2021 100 WATERIN Charge: \$70.87

Bill Date: 11/22/2021 Due: 12/15/2021 100 WATERIN Charge: \$85.31

Bill Date: 12/20/2021 Due: 1/15/2022 100 SEWRIN Charge: \$63.84

Bill Date: 1/25/2022 Due: 2/15/2022 100 WATERIN Charge: \$77.40

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$75.26

Bill Date: 2/26/2021 Due: 3/15/2021 P/C/R/F: [REDACTED] 100 WATERIN Charge: \$90.26

Bill Date: 3/26/2021 Due: 4/15/2021 100 WATERIN Charge: \$52.71

Bill Date: 7/21/2021 Due: 8/15/2021 100 WATERIN Charge: \$64.88

Bill Date: 9/22/2021 Due: 10/15/2021 100 SEWRIN Charge: \$58.28

Bill Date: 10/28/2021 Due: 11/15/2021 100 WATERIN Charge: \$71.16

Bill Date: 11/22/2021 Due: 12/15/2021 100 SEWRIN Charge: \$62.89

Bill Date: 12/20/2021 Due: 1/15/2022 100 WATERIN Charge: \$65.09

Bill Date: 1/25/2022 Due: 2/15/2022 100 SEWRIN Charge: \$48.92

\*\*\*\*0000 02/26/2021 \$0.00 \$0.00 \$0.00 \$0.00 \$371.40 \$371.40 Total of charges: \$1780.65 \$371.40

\*\*\*\*0000 02/24/2022 \$0.00 \$0.00 \$61.90 \$81.90 \$276.20 \$400.00 Total of charges: \$371.40 \$400.00

Bill Date: 7/21/2021 Due: 8/16/2021 P/C/R/F: [REDACTED] 200 SEWRIN Charge: \$28.60

Bill Date: 8/23/2021 Due: 9/15/2021 100 WATERIN Charge: \$26.50

Bill Date: 9/22/2021 Due: 10/15/2021 100 SEWRIN Charge: \$35.40

Bill Date: 10/28/2021 Due: 11/15/2021 100 WATERIN Charge: \$26.50

Account # Account Information

Past Due Report

Account #	SSN	Last Print Date	Current	Past Due	30 Days	60 Days	90 Days	Total Balance	Total Amount Past Due				
*****0000	02/01/2022	02/01/2022	\$27.24	\$0.00	\$107.31	\$33.59	\$54.12	\$222.26	\$448.61				
										Bill Date: 11/22/2021	Due: 12/15/2021	200 SEWRIN	Charge: \$35.40
										Bill Date: 12/20/2021	Due: 1/15/2022	100 WATERIN	Charge: \$26.50
										Bill Date: 1/25/2022	Due: 2/15/2022	200 SEWRIN	Charge: \$35.40
										Bill Date: 2/22/2022	Due: 2/22/2022	100 WATERIN	Charge: \$26.50
										Bill Date: 3/26/2021	Due: 3/15/2021	200 SEWRIN	Charge: \$35.40
										Bill Date: 4/26/2021	Due: 5/17/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 5/21/2021	Due: 6/15/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 6/22/2021	Due: 7/15/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 7/21/2021	Due: 8/16/2021	100 WATERIN	Charge: \$26.50
*****0000	03/10/2022	03/10/2022	\$45.05	\$0.00	\$82.47	\$37.84	\$98.42	\$263.78	\$61.90				
										Bill Date: 9/22/2021	Due: 10/15/2021	100 WATERIN	Charge: \$32.53
										Bill Date: 10/25/2021	Due: 11/15/2021	100 WATERIN	Charge: \$34.60
										Bill Date: 11/22/2021	Due: 12/15/2021	100 WATERIN	Charge: \$31.29
										Bill Date: 12/20/2021	Due: 1/15/2022	100 WATERIN	Charge: \$37.84
										Bill Date: 1/25/2022	Due: 2/15/2022	100 WATERIN	Charge: \$37.92
										Bill Date: 2/22/2022	Due: 2/22/2022	100 WATERIN	Charge: \$44.55
										Bill Date: 3/26/2021	Due: 3/15/2021	200 SEWRIN	Charge: \$35.40
										Bill Date: 4/26/2021	Due: 5/17/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 5/21/2021	Due: 6/15/2021	100 WATERIN	Charge: \$26.50
*****0000	02/11/2021	02/11/2021	\$26.60	\$0.00	\$68.19	\$28.96	\$351.46	\$475.21	\$448.61				
										Bill Date: 5/27/2020	Due: 6/15/2020	200 SEWRIN	Charge: \$4.13
										Bill Date: 1/6/2021	Due: 1/15/2021	100 WATERIN	Charge: \$31.09
										Bill Date: 1/25/2021	Due: 2/15/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 2/26/2021	Due: 3/15/2021	100 WATERIN	Charge: \$32.42
										Bill Date: 3/26/2021	Due: 3/22/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 4/26/2021	Due: 5/17/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 5/21/2021	Due: 6/15/2021	100 WATERIN	Charge: \$40.66
										Bill Date: 6/22/2021	Due: 7/15/2021	100 WATERIN	Charge: \$26.50
										Bill Date: 7/21/2021	Due: 8/16/2021	100 WATERIN	Charge: \$26.50



Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Total Amount Past Due

\*\*\*\*\*0000 02/22/2022 \$61.90 \$0.00 \$113.80 \$10.00  
 Bill Date: 1/25/2022 Due: 2/15/2022 P/C/R/F: [REDACTED]  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022  
 Serv #: [REDACTED] Grid# [REDACTED]  
 100 WATERIN Charge: \$16.50  
 200 SEWRIN Charge: \$35.40  
 100 WATERIN Charge: \$10.00  
 100 WATERIN Charge: \$26.50  
 200 SEWRIN Charge: \$35.40  
 Total of charges: \$989.53  
 Balance: \$39.77  
 Past Due: \$123.80

\*\*\*\*\*0000 09/17/2021 \$30.00 \$0.00 \$60.00 \$30.00  
 Bill Date: 7/21/2021 Due: 8/16/2021 P/C/R/F: [REDACTED]  
 Bill Date: 8/23/2021 Due: 9/15/2021  
 Bill Date: 9/22/2021 Due: 10/15/2021  
 Bill Date: 10/25/2021 Due: 11/15/2021  
 Bill Date: 11/22/2021 Due: 12/15/2021  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 1/25/2022 Due: 2/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022  
 Serv #: [REDACTED] Grid# [REDACTED]  
 101 WATEROUT Charge: \$21.35  
 101 WATEROUT Charge: \$30.00  
 Total of charges: \$141.35  
 Balance: \$261.35  
 Past Due: \$123.80

\*\*\*\*\*0000 03/08/2022 \$84.57 \$0.00 \$140.24 \$61.90  
 Bill Date: 10/25/2021 Due: 11/15/2021 P/C/R/F: [REDACTED]  
 Bill Date: 11/22/2021 Due: 12/15/2021  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 1/25/2022 Due: 2/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022  
 Serv #: [REDACTED] Grid# [REDACTED]  
 100 WATERIN Charge: \$16.89  
 200 SEWRIN Charge: \$39.45  
 100 WATERIN Charge: \$26.84  
 200 SEWRIN Charge: \$35.79  
 100 WATERIN Charge: \$26.50  
 200 SEWRIN Charge: \$35.40  
 100 WATERIN Charge: \$32.07  
 200 SEWRIN Charge: \$41.66  
 100 WATERIN Charge: \$28.67  
 200 SEWRIN Charge: \$37.84  
 Total of charges: \$118.96  
 Balance: \$385.67  
 Past Due: \$321.10

\*\*\*\*\*0000 06/15/2020 \$84.44 \$0.00 \$130.11 \$67.70  
 Bill Date: 5/19/2020 Due: 5/15/2020 P/C/R/F: [REDACTED]  
 Bill Date: 5/27/2020 Due: 6/15/2020  
 Bill Date: 6/23/2020 Due: 7/15/2020  
 Bill Date: 7/22/2020 Due: 8/17/2020  
 Serv #: [REDACTED] Grid# [REDACTED]  
 100 WATERIN Charge: \$255.40  
 100 WATERIN Charge: \$29.06  
 200 SEWRIN Charge: \$38.28  
 100 WATERIN Charge: \$26.50  
 200 SEWRIN Charge: \$35.40  
 100 WATERIN Charge: \$26.50  
 200 SEWRIN Charge: \$35.40  
 Total of charges: \$1482.54  
 Balance: \$1,764.79  
 Past Due: \$321.10

Account # Account Information

SSN Last Pmt Date Current Past Due 30 Days 60 Days 90 Days Total Balance Total Past Due Report

Bill Date: 8/21/2020 Due: 9/15/2020

Bill Date: 9/25/2020 Due: 10/15/2020

Bill Date: 10/30/2020 Due: 11/15/2020

Bill Date: 11/25/2020 Due: 12/15/2020

Bill Date: 1/6/2021 Due: 1/15/2021

Bill Date: 1/25/2021 Due: 2/15/2021

Bill Date: 2/26/2021 Due: 3/15/2021

Bill Date: 3/26/2021 Due: 4/15/2021

Bill Date: 4/26/2021 Due: 5/17/2021

Bill Date: 5/21/2021 Due: 6/15/2021

Bill Date: 6/22/2021 Due: 7/15/2021

Bill Date: 7/21/2021 Due: 8/16/2021

Bill Date: 8/23/2021 Due: 9/15/2021

Bill Date: 9/22/2021 Due: 10/15/2021

Bill Date: 10/25/2021 Due: 11/15/2021

Bill Date: 11/22/2021 Due: 12/15/2021

Bill Date: 12/20/2021 Due: 1/15/2022

Bill Date: 1/25/2022 Due: 2/15/2022

Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 04/05/2022 \$117.12 \$0.00 \$0.73 \$0.00  
 P/C/R/F:   
 Bill Date: 1/25/2022 Due: 2/15/2022

\*\*\*\*0000 04/06/2022 \$65.01 \$0.00 \$74.92 \$9.30  
 Total of charges: \$0.73 \$84.22



Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Balance Total Amount Past Due

Bill Date: 1/25/2021 Due: 2/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$23.80

Bill Date: 2/26/2021 Due: 3/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 3/26/2021 Due: 4/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 4/26/2021 Due: 5/17/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 5/21/2021 Due: 6/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 6/22/2021 Due: 7/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 7/21/2021 Due: 8/16/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 8/23/2021 Due: 9/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 9/22/2021 Due: 10/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 10/25/2021 Due: 11/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 11/22/2021 Due: 12/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 12/20/2021 Due: 1/15/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 1/25/2022 Due: 2/15/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$35.40

Bill Date: 03/31/2022 Due: [REDACTED] P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$61.90

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$5.00

Bill Date: 1/25/2022 Due: 2/15/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$26.50

Bill Date: 8/23/2021 Due: 9/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$53.00

Bill Date: 9/22/2021 Due: 10/15/2021 P/C/R/F: [REDACTED] Serv #: [REDACTED] Grid#: [REDACTED] Charge: \$1,451.70

Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Total Amount Past Due

Bill Date: 10/25/2021 Due: 11/15/2021

Bill Date: 11/22/2021 Due: 12/15/2021

Bill Date: 12/20/2021 Due: 1/15/2022

Bill Date: 1/25/2022 Due: 2/15/2022

Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 04/01/2022 \$94.93 \$0.00 \$226.01 \$118.63 \$571.40 Total of charges: \$1,010.97 \$916.04

Bill Date: 4/26/2021 Due: 5/17/2021 P/C/R/F: Serv #: Grid# Charge: \$23.79

Bill Date: 5/21/2021 Due: 6/15/2021 100 WATERIN Charge: \$29.74

Bill Date: 6/22/2021 Due: 7/15/2021 200 SEWRIN Charge: \$39.05

Bill Date: 7/21/2021 Due: 8/18/2021 100 WATERIN Charge: \$29.73

Bill Date: 8/23/2021 Due: 9/15/2021 200 SEWRIN Charge: \$39.04

Bill Date: 9/22/2021 Due: 10/15/2021 100 WATERIN Charge: \$30.90

Bill Date: 10/25/2021 Due: 11/15/2021 200 SEWRIN Charge: \$40.35

Bill Date: 11/22/2021 Due: 12/15/2021 100 WATERIN Charge: \$30.81

Bill Date: 12/20/2021 Due: 1/15/2022 200 SEWRIN Charge: \$40.25

Bill Date: 1/25/2022 Due: 2/15/2022 100 WATERIN Charge: \$34.23

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$44.09

Bill Date: 04/06/2022 Due: 04/06/2022 \$59.20 \$0.00 \$16.50 \$0.00 Total of charges: \$75.70 \$16.50

Bill Date: 1/25/2022 Due: 2/15/2022 P/C/R/F: Serv #: Grid# Charge: \$16.50

Bill Date: 11/03/2021 Due: 11/03/2021 \$61.90 \$0.00 \$139.66 \$61.90 Total of charges: \$16.50 \$754.06

Bill Date: 3/26/2021 Due: 4/15/2021 P/C/R/F: Serv #: Grid# Charge: \$9.59

Bill Date: 4/26/2021 Due: 5/17/2021 100 WATERIN Charge: \$39.51

200 SEWRIN Charge: \$50.03

Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Balance Total Amount Past Due

Bill Date: 5/21/2021 Due: 6/15/2021

Bill Date: 6/22/2021 Due: 7/15/2021

Bill Date: 7/21/2021 Due: 8/16/2021

Bill Date: 8/23/2021 Due: 9/15/2021

Bill Date: 9/22/2021 Due: 10/15/2021

Bill Date: 10/25/2021 Due: 11/15/2021

Bill Date: 11/22/2021 Due: 12/15/2021

Bill Date: 12/20/2021 Due: 1/15/2022

Bill Date: 1/25/2022 Due: 2/15/2022

Bill Date: 2/22/2022 Due: 2/22/2022

Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 11/03/2021 \$26.50 \$0.00 \$53.00 \$58.15 Total of charges: \$937.44 \$910.94

Bill Date: 8/23/2021 Due: 9/15/2021 P/C/R/F: Serv #: Grid# Charge: \$129.71

Bill Date: 9/22/2021 Due: 10/15/2021 P/C/R/F: Serv #: Grid# Charge: \$185.98

Bill Date: 10/25/2021 Due: 11/15/2021 P/C/R/F: Serv #: Grid# Charge: \$250.85

Bill Date: 11/22/2021 Due: 12/15/2021 P/C/R/F: Serv #: Grid# Charge: \$233.25

Bill Date: 12/20/2021 Due: 1/15/2022 P/C/R/F: Serv #: Grid# Charge: \$58.15

Bill Date: 1/25/2022 Due: 2/15/2022 P/C/R/F: Serv #: Grid# Charge: \$26.50

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: Serv #: Grid# Charge: \$26.50

\*\*\*\*0000 02/22/2022 \$26.50 \$0.00 \$26.50 \$0.00 Total of charges: \$910.94 \$26.50

Bill Date: 2/22/2022 Due: 2/22/2022 P/C/R/F: Serv #: Grid# Charge: \$26.50

Bill Date: 4/26/2021 Due: 5/17/2021 P/C/R/F: Serv #: Grid# Charge: \$18.83

Bill Date: 5/21/2021 Due: 6/15/2021 P/C/R/F: Serv #: Grid# Charge: \$45.94

Bill Date: 6/22/2021 Due: 7/15/2021 P/C/R/F: Serv #: Grid# Charge: \$46.17

Bill Date: 7/21/2021 Due: 8/16/2021 P/C/R/F: Serv #: Grid# Charge: \$57.53

\*\*\*\*0000 12/01/2021 \$69.98 \$0.00 \$145.68 \$75.55 Total of charges: \$26.50 \$800.60



Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Total Amount Past Due

Bill Date: 9/22/2021 Due: 10/15/2021  
 Bill Date: 10/25/2021 Due: 11/15/2021  
 Bill Date: 11/22/2021 Due: 12/15/2021  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 1/25/2022 Due: 2/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 02/22/2022 \$30.00 \$0.00 \$65.53 \$30.00  
 P/C/R/F: [REDACTED]  
 Serv #: [REDACTED] Grid#: [REDACTED]  
 101 WATEROUT Charge: \$2.89  
 101 WATEROUT Charge: \$30.00  
 101 WATEROUT Charge: \$30.00  
 101 WATEROUT Charge: \$30.00  
 101 WATEROUT Charge: \$30.00  
 101 WATEROUT Charge: \$35.53  
 Total of charges: \$158.42  
 Past Due Report Total Amount Past Due \$128.42

\*\*\*\*0000 12/06/2021 \$39.51 \$0.00 \$108.65 \$39.97  
 P/C/R/F: [REDACTED]  
 Serv #: [REDACTED] Grid#: [REDACTED]  
 100 WATERIN Charge: \$42.12  
 100 WATERIN Charge: \$30.26  
 100 WATERIN Charge: \$43.68  
 100 WATERIN Charge: \$33.63  
 100 WATERIN Charge: \$39.97  
 100 WATERIN Charge: \$48.72  
 100 WATERIN Charge: \$59.93  
 Total of charges: \$298.31  
 Past Due Report Total Amount Past Due \$298.31

\*\*\*\*0000 02/11/2021 \$40.41 \$0.00 \$84.19 \$42.31  
 P/C/R/F: [REDACTED]  
 Serv #: [REDACTED] Grid#: [REDACTED]  
 100 WATERIN Charge: \$65.61  
 100 WATERIN Charge: \$30.26  
 100 WATERIN Charge: \$49.20  
 100 WATERIN Charge: \$31.72  
 100 WATERIN Charge: \$41.00  
 100 WATERIN Charge: \$41.64  
 100 WATERIN Charge: \$45.24  
 100 WATERIN Charge: \$46.55  
 100 WATERIN Charge: \$52.36  
 100 WATERIN Charge: \$36.41  
 100 WATERIN Charge: \$41.75  
 100 WATERIN Charge: \$35.96  
 100 WATERIN Charge: \$42.31  
 100 WATERIN Charge: \$42.08  
 100 WATERIN Charge: \$42.11  
 Total of charges: \$644.20  
 Past Due Report Total Amount Past Due \$644.20

\*\*\*\*0000 07/02/2021 \$26.50 \$0.00 \$53.00 \$26.50  
 Total of charges: \$373.93  
 Past Due Report Total Amount Past Due \$453.43



Account # Account Information

SN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Balance Total Amount Past Due Report

Bill Date: 11/22/2021 Due: 12/15/2021 P/C/R/F: [REDACTED]  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 1/25/2022 Due: 2/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 02/22/2022 \$30.84 \$0.00 \$34.19 \$0.00  
 P/C/R/F: [REDACTED]  
 Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 03/18/2022 \$61.90 \$0.00 \$61.90 \$0.00  
 P/C/R/F: [REDACTED]  
 Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 10/13/2021 \$26.50 \$0.00 \$53.00 \$26.50  
 P/C/R/F: [REDACTED]  
 Bill Date: 10/25/2021 Due: 11/15/2021  
 Bill Date: 11/22/2021 Due: 12/15/2021  
 Bill Date: 12/20/2021 Due: 1/15/2022  
 Bill Date: 1/25/2022 Due: 2/15/2022  
 Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 07/02/2021 \$90.31 \$0.00 \$200.73 \$94.98  
 P/C/R/F: [REDACTED]  
 Bill Date: 3/26/2021 Due: 4/15/2021  
 Bill Date: 4/26/2021 Due: 5/17/2021  
 Bill Date: 5/21/2021 Due: 6/15/2021  
 Bill Date: 6/22/2021 Due: 7/15/2021  
 Bill Date: 7/21/2021 Due: 8/16/2021  
 Bill Date: 8/23/2021 Due: 9/15/2021  
 Bill Date: 9/22/2021 Due: 10/15/2021  
 Bill Date: 10/25/2021 Due: 11/15/2021

Account # Account Information

SSN Last Pmt Date Current Past Due 30 Days 60 Days 90 Days Total Total Amount Past Due

Bill Date: 11/22/2021 Due: 12/15/2021

Bill Date: 12/20/2021 Due: 1/15/2022

Bill Date: 1/25/2022 Due: 2/15/2022

Bill Date: 2/22/2022 Due: 2/22/2022

\*\*\*\*0000 02/22/2022 \$61.90 \$0.00 \$61.90 \$0.00 Total of charges: \$123.80 \$61.90

Bill Date: 2/22/2022 Due: 2/22/2022

Serv # 100 WATERIN Charge: \$26.50  
200 SEWRIN Charge: \$35.40

\*\*\*\*0000 03/14/2022 \$303.42 \$0.00 \$324.76 \$0.00 Total of charges: \$628.18 \$61.90

Bill Date: 2/22/2022 Due: 2/22/2022

Serv # 100 WATERIN Charge: \$118.70  
200 SEWRIN Charge: \$206.06

\*\*\*\*0000 02/22/2022 \$30.00 \$0.00 \$111.66 \$13.64 Total of charges: \$324.75 \$125.30

Bill Date: 12/20/2021 Due: 1/15/2022

Serv # 300 GARBAGE Charge: \$13.64  
101 WATEROUT Charge: \$30.00  
300 GARBAGE Charge: \$25.83

Bill Date: 1/25/2022 Due: 2/15/2022

101 WATEROUT Charge: \$30.00  
300 GARBAGE Charge: \$25.83

\*\*\*\*0000 01/12/2022 \$30.00 \$0.00 \$72.54 \$0.00 Total of charges: \$125.30 \$72.54

Bill Date: 1/25/2022 Due: 2/15/2022

Serv # 101 WATEROUT Charge: \$30.00  
101 WATEROUT Charge: \$42.54

\*\*\*\*0000 \$0.00 \$0.00 \$0.00 \$0.00 Total of charges: \$72.54 \$285.14

Bill Date: 5/19/2020 Due: 5/15/2020

Serv # 101 WATEROUT Charge: \$285.14

\*\*\*\*0000 02/10/2022 \$30.00 \$0.00 \$10.00 \$0.00 Total of charges: \$285.14 \$40.00

Bill Date: 2/22/2022 Due: 2/22/2022

Serv # 101 WATEROUT Charge: \$10.00

Total of charges: \$10.00

Account # Account Information

SSN	Last Pmt Date	Current	Past Due	30 Days	60 Days	90 Days	Total Balance	Past Due Report Total Amount
*****0000	02/10/2022	\$45.32	\$0.00	\$39.37	\$0.00	\$0.00	\$84.69	\$39.37
	Bill Date: 2/22/2022	Due: 2/22/2022						

*****0000	02/10/2022	\$30.00	\$0.00	\$55.00	\$5.00	\$0.00	\$90.00	\$39.37
	Bill Date: 1/25/2022	Due: 2/15/2022						\$25.00
	Bill Date: 12/20/2021	Due: 1/15/2022						\$5.00
	Bill Date: 2/22/2022	Due: 2/22/2022						\$30.00
								\$60.00
								\$59.43

*****0000	12/30/2021	\$33.34	\$0.00	\$70.32	\$37.01	\$0.00	\$140.67	\$107.33
	Bill Date: 12/20/2021	Due: 1/15/2022						\$37.01
	Bill Date: 1/25/2022	Due: 2/15/2022						\$36.76
	Bill Date: 2/22/2022	Due: 2/22/2022						\$33.56
								\$107.33

*****0000	08/27/2021	\$30.00	\$0.00	\$60.06	\$30.00	\$401.95	\$522.01	\$492.01
	Bill Date: 11/25/2020	Due: 12/15/2020						\$30.11
	Bill Date: 1/6/2021	Due: 1/15/2021						\$30.00
	Bill Date: 1/25/2021	Due: 2/15/2021						\$30.00
	Bill Date: 2/26/2021	Due: 3/15/2021						\$30.00
	Bill Date: 3/26/2021	Due: 4/15/2021						\$30.00
	Bill Date: 4/26/2021	Due: 5/17/2021						\$32.48
	Bill Date: 5/21/2021	Due: 6/15/2021						\$31.66
	Bill Date: 6/22/2021	Due: 7/15/2021						\$37.70
	Bill Date: 7/21/2021	Due: 8/16/2021						\$30.00
	Bill Date: 8/23/2021	Due: 9/15/2021						\$30.00
	Bill Date: 9/22/2021	Due: 10/15/2021						\$30.00
	Bill Date: 10/25/2021	Due: 11/15/2021						\$30.00
	Bill Date: 11/22/2021	Due: 12/15/2021						\$30.00
	Bill Date: 12/20/2021	Due: 1/15/2022						\$30.00
	Bill Date: 1/25/2022	Due: 2/15/2022						\$30.06
	Bill Date: 2/22/2022	Due: 2/22/2022						\$30.00
								\$492.01

*****0000	03/25/2022	\$30.00	\$0.00	\$66.43	\$0.00	\$153.88	\$250.31	\$220.31
	Bill Date: 11/22/2021	Due: 12/15/2021						\$30.00
	Bill Date: 10/25/2021	Due: 11/15/2021						\$33.52
								\$492.01

SSN	Last Pmt Date	Current	Past Due	30 Days	60 Days	90 Days	Total Balance	Past Due Report Total Amount
*****0000	03/25/2022	\$30.00	\$0.00	\$66.43	\$0.00	\$153.88	\$250.31	\$220.31
	Bill Date: 11/22/2021	Due: 12/15/2021						\$30.00
	Bill Date: 10/25/2021	Due: 11/15/2021						\$33.52
								\$492.01



Account # Account Information

SSN Last Print Date Current Past Due 30 Days 60 Days 90 Days Total Total Amount Past Due

Bill Date: 10/25/2021 Due: 11/15/2021 200 SEWRIN Charge: \$48.38

Bill Date: 11/22/2021 Due: 12/15/2021 100 WATERIN Charge: \$42.51

Bill Date: 12/20/2021 Due: 1/15/2022 200 SEWRIN Charge: \$53.41

Bill Date: 1/25/2022 Due: 2/15/2022 100 WATERIN Charge: \$32.40

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$42.03

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$39.34

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$49.85

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$40.15

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$50.75

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$37.89

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$48.22

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$30.37

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$44.17

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$41.29

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$74.54

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$30.37

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$44.17

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$41.29

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$74.54

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$30.37

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$44.17

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$41.29

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$74.54

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$30.37

Bill Date: 2/22/2022 Due: 2/22/2022 200 SEWRIN Charge: \$44.17

Bill Date: 2/22/2022 Due: 2/22/2022 100 WATERIN Charge: \$41.29

Account # Account Information

SSN Last Pmt Date

Current Past Due 30 Days 60 Days 90 Days

Total Total Amount Past Due Balance

Totals for Obm P/C/R Acct#: 010101

Current Charges	Past Due	30 Days	60 Days	90 Days	Balance	Total Past Due Charges Shown
0.00	0.00	5,682.10	2,991.99	17,164.40	0.00	25,838.49

	Current Charges	Past Due	30 Days	60 Days	90 Days	Balance	Total Past Due Charges Shown
<b>Grand Totals:</b>	0.00	0.00	5,682.10	2,991.89	17,164.40	0.00	25,838.49



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab J Resolution 2022-03 Budget SLFRF**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision - By Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Adoption a budget for the expenditure of the funds is a grant requirement.

**ATTACHMENTS:**

Resolution 2022-03 Budget SLFRF

**REQUESTED ACTION:**

Motion to adopt Resolution 2022-03.

RESOLUTION 2022-03  
ADOPTION OF BUDGET  
Coronavirus State & Local Fiscal Recovery Funds

WHEREAS it is necessary to adopt a budget for the expenditure of the \$542,622.00 of the Coronavirus State & Local Fiscal Recovery Funds allotted to the Town Mineral.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its regular monthly meeting on April 11, 2022, adopted the following budget for the expenditure of the Coronavirus State & Local Fiscal Recovery Funds:

- \$9,199.98 for the audio/visual upgrade of the Councils meeting room to allow for remote participation.
- \$533,422.02 for rehabilitation water and sewer distribution lines.

\_\_\_\_\_  
*Rebecca Snyder, Town Clerk*

\_\_\_\_\_  
*Date*