



Town of Mineral  
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Pam Harlowe, Mayor  
Michael Warlick, Vice-Mayor  
Tom Runnett  
Bernice Wilson-Kube  
Doswell Pierce  
Roy McGehee  
William Thomas  
Salvatore Luciano, Town Manager  
Ti-Lea Downing, Treasurer/Clerk  
Jack Maus, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 7:00 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.

Town of Mineral Council Meeting  
January 12, 2015  
7:00pm

**COUNCIL MEMBERS:**

Pam Harlowe, Mayor; Michael Warlick, Vice-Mayor, Doswell Pierce; Tom Runnett; Bernice Wilson-Kube and William Thomas

**ABSENT:**

Roy McGehee

**STAFF MEMBERS:**

Sal Luciano, Town Manager; Ti-Lea Downing, Town Clerk; Jack Maus, Town Attorney

**PUBLIC:**

Andrew Woolfolk, The Central Virginian

Mayor Harlowe called the meeting to order at 7:00 p.m. and gave the invocation.

**Mayor Harlowe asked if there were amendments and/or additions to the Agenda:**

Doswell Pierce stated that under "NEW BUSINESS": Planning Commission and under "OLD BUSINESS": Resolution for Tabling Items for Thirty (30) Days. Sal Luciano stated under "OLD BUSINESS": Update on Shared Use Path and Polling Location. William Thomas requested that the Town Manager give an update on the status of paid and outstanding Real Estate and Personal Property Taxes. ***Tom Runnett made a motion to approve the Agenda as amended; Doswell Pierce seconded the motion. Motion passed 5/0 with none voting in the negative.***

**Approval of the December 8, 2014 Minutes:** Mayor Harlowe stated that she had some word changes. Under "Walton Park Name Change": correct sentence to read "Mrs. Dickinson" instead of "she". The second page under "Shared Use Path": add "an asphalt

path or a sidewalk". Also, under "Pool Fence": it should read "to let Louisa County" and under "Water Authority" the fourth sentence down "The Town of Mineral was considered a wholesale water customer, but because we do not purchase a large amount of water we are no longer a wholesale customer". Last paragraph remove "with" and add "among". **William Thomas made a motion to approve the minutes as amended; Tom Runnett seconded the motion. Motion passed 5/0 with none voting in the negative.**

**Approval of December Bills to Be Paid:** William Thomas asked the Town Manager the percentage of real estate tax bills that have been paid to date and Sal Luciano stated we had received approximately seventy-one percent (71%) thus far. Doswell Pierce questioned the \$450.00 bill from Foster's for setting the headstone; what was the amount for setting the headstone for the Veteran. Sal Luciano stated that Mr. Foster did not charge for setting that headstone; he donated his materials and labor. **Tom Runnett made a motion to approve the December Bills to Be Paid; William Thomas seconded the motion. Roll call was taken.**

**Doswell Pierce/ YES**

**Tom Runnett/ YES**

**William Thomas/ YES**

**Michael Warlick/YES**

**Bernice Wilson-Kube/YES**

**Motion passed 5/0 with none voting in the negative.**

**Town Manager's Report:** Sal Luciano stated that he had a few additions to his written report. The DMV computers had been down since the afternoon of Thursday, January 7, 2015. The DMV sent out an update that morning which caused a statewide shutdown. We also had problems with our Comcast and Verizon internet services, but those problems were corrected. It seemed that the anti-virus software on our computers also caused some issues. Andrew Lowe, our IT subcontractor, did some remote programming for us with our anti-virus software which allowed the update to come through. Mayor Harlowe asked what our two fleet customers did while the DMV was down and Sal stated that they had to go to another branch to process their work.

Bernice Wilson-Kube questioned who purchased the Sacra property and Tom Runnett stated that Mineral United Methodist Church made the purchase.

Sal Luciano informed Council that this morning the water tower was very low, the maintenance men checked on well 4 and the pump was not running. The men cut the pump on, it ran for a short time and it shut itself down. The jockey pump from the water authority should have kicked on when the tower got to 20%; the maintenance

men went over there to check on it and found that it had tripped a breaker. They reset the breaker and the pump sounded like it was trying to come back on, but it started to smoke and never started. We had an electrician come out and he determined that the pump had burned up. Ti-Lea Downing contacted a company that had a pump locally and it was being installed as of this date. Now the pump at well 4 would not turn back on so we are going to install this jockey pump and once it gets up and running we can use water from the water authority to back fill the water tower and take water from them until we can get well 4 back online. Since this pump does not get used frequently, it sits there until we have a problem then it feeds it. With the large house fire this past Saturday on Zachary Taylor Highway, the fire department was pulling an extreme amount of water from our system through the fire hydrant so we are not sure if this was the cause of the problem. He contacted Louisa County Water Authority this morning to inform them that we would be pulling a large quantity of water from them until we get our system back up and running. LCWA stated that they were normally at eighteen feet (18') in their tower; they were down to eight feet (8') which is low for them, so they ramped up their operations.

Tom Runnett suggested that we put an insurance claim into VML because we would be paying not only for the jockey pump but also for the repairs to well 4.

Doswell Pierce questioned if the jockey pump was a vertical or horizontal pump and Sal Luciano stated that he thought it was horizontal pump. Mr. Pierce suggested that the maintenance men run that pump at least once a week to keep it in good working condition. Mr. Luciano stated that the computer system was set to start it on a daily basis if it does not then he will research the problem.

Doswell Pierce stated that he had some concerns for the Town Manager on his written report. The first being the old Mineral Elementary School; Mr. Morgan had cleaned up on the outside but nothing had been done on the inside; what is the next step. Mr. Luciano stated that he had that under "Old Business" to discuss. Mr. Pierce's second concern was the VDOT crew working at the railroad crossing; he suggested that a letter be sent to both the VDOT crew and Buckingham Branch Railroad on a job well done. Mayor Harlowe stated that she had already done letters to both parties. Next was that the sale of the Sacra property; it did not bring in enough money to pay the outstanding taxes due the Town and was there any way that the taxes could be collected. Mr. Luciano stated that we might receive a small portion and a request for additional information had come into the Town Office after the sale of the property and Ti-Lea Downing had provided that additional information. It was not determined what amount was owed to Louisa County and hopefully we may receive a portion. Mr. Pierce addressed another concern regarding the bike path and cross walks; Mr. Luciano stated

that this was under “New Business” to be discussed tonight. The next concern was the grant in the amount of \$5,000 for Walton Park, he questioned if there were any strings attached to this grant. Mr. Luciano stated that the funds were designated for improvements and he had put in for a pavilion. With this type of grant, you can request it from year to year, but they want to see what you did with the previous year’s grant.

**Town Attorney’s Report:** Mr. Maus stated that he also had WIFI issues so he did not have a written report for Council. The two main issues he was working on for Council was the water agreement and the Woodlawn Cemetery.

The advertising for Woodlawn Cemetery ran for the four (4) week period in the newspaper and anyone having any interest would need to appear before the Louisa County Circuit Courts by Monday January 26, 2015 at 1:30 p.m. He had already prepared an order for the Courts, assuming no one would show up, appointing the Town Council as Trustees for upkeep of the cemetery. He stated that he would continue to check with the courts on this matter to verify that no one showed any interest as the deadline date approached.

The water agreement between the Town of Mineral, the Louisa County Water Authority and the Louisa County Board of Supervisors is still a work in progress. He gave Council a copy of the letter he received from Mike Lockaby today trying to come to some type of agreement.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Sal Luciano stated that the Town of Louisa took down all the Christmas wreathes for us again this year. The maintenance men had completed mulching all the tree rings down Mineral Avenue and they had also cleaned up the road.

**Budget & Finance Committee:** William Thomas had no report. Sal Luciano requested that for budget purposes, any Standing Committee that had anything out of the normal they wanted for this coming year to please let the Budget & Finance Committee know by the end of January, 2015 as they will be preparing to work on the upcoming year’s budget. Mr. Luciano stated that the committee will be revamping the budget; deleting some line items and adding new line items for a better understanding of the Town’s budget.

**Building Committee:** Michael Warlick reported that the update to the electrical panel at the ice cream shop remained a work in progress. Griffith Harper was the electrician who was awarded this project. Mr. Harper was having issues in getting in contact with Dominion Power to complete this job, so as landlords of the property, we may have to

contact Dominion Power ourselves to get this project completed. Sal Luciano stated that he would follow up with Mr. Harper to see if the situation had been resolved.

**Cemetery Committee:** Tom Runnett reported that they are waiting on the Judge.

**Economic Development Committee:** Bernice Wilson-Kube had no report.

**Personnel Committee:** Tom Runnett made a proposal: Starting July 1, 2015 with the new fiscal year, we would go to a bi-weekly pay period and the Town employees would have direct deposit. Everyone employed with the Town would have to have a bank account to receive the direct deposit. This is giving the employees six (6) months' notice to act accordingly. Mayor Harlowe stated that since this was a proposal, it would be tabled for thirty (30) days. Michael Warlick questioned if anyone contacted the bank to see what fees are involved in having direct deposits. Mayor Harlowe requested that Ti-Lea Downing check into these fees.

**Police & Legal Matters Committee:** Mayor Harlowe stated that in the absence of Roy McGehee there was a written report in the packets.

**Streets Committee:** Michael Warlick reported that he had given Ti-Lea Downing a list of some pothole concerns and graveled roads in Town that needed repaired. Mr. Warlick also questioned the Town Manager as to the last time he spoke with VDOT to stripe over the new payment. Ti-Lea Downing stated that she had emailed VDOT and they would complete this as soon as the weather breaks. Mayor Harlowe also stated that she had spoken with VDOT on this issue.

**Walton Park:** Mayor Harlowe stated that there were dates requested to use the park that Council needed to approve. Tom Runnett stated that in the past the dates were brought up at the council meeting, approved and put on the calendar. Sal Luciano stated that we have a three ring binder set up with a monthly calendar and the applications attached. The dates that Louisa County Parks & Rec had requested were: May 29<sup>th</sup>, June 26<sup>th</sup>, July 31<sup>st</sup> for the Finally Fridays and October 17<sup>th</sup> for the Fall Festival. Tom Runnett stated that there might tentatively be one more in August. Mayor Harlowe requested that if there is something special that the park is being used for to inform Council in case anyone would ask in general.

**Water & Sewer Committee:** Sal Luciano reported to Council that the large purchase of county water, which we do not normally purchase, 120,000 gallons of water @ \$5.50/1,000 gallons was with the new rate. We had a water leak on Old Tolersville Road that has now been repaired so he will keep checking on the usage as there was no apparent reason for purchasing this amount of water. He informed Council that next month's bill will be significant due to the problems we had with the well and the pumps.

The county waste water was up and this was due to a rate increase from \$7.70 to \$8.26, but also 1.9 million gallons of waste water is a large amount versus our normal amount. The goal was to keep between \$5,000.00 - \$6,000.00 for the budget and with the bill being \$9,800.00 this will throw the budget off. Mayor Harlowe questioned how this would compare to the figure that was billed. Mr. Luciano stated that what we bill out on water usage is consistent. He is going to go back and run some numbers, see if there is anything that is off; our water bills did not increase enough to offset that. Tom Runnett reminded Council that we get billed for sewer on what we buy in water. He also stated that the fire department was going to get estimation on the amount of water used on the large house fire this past weekend, just for informational purposes.

**OLD BUSINESS:**

**Mineral Elementary School Update:** Sal Luciano reported that every inspection he does with Mr. Morgan there is not much improvement on the inside. Mr. Morgan told the Town Manager that he had patched holes in the roof and did a good cleanup on the outside, but this has nothing to do with our mandate. The inside remains the same due to the trailers not coming. While Mr. Luciano understands Mr. Morgan's position on this issue, he paid for trailers and the man is not bringing them nor is he coming to pick up trailers that are full, he told Mr. Morgan that something had to be done to remedy this situation. Both the Town Manager and Mr. Morgan had called the man requesting that he come pick up the trailers, but he never does. Mr. Luciano informed Council that Mr. Morgan had the opportunity to sell the property, but he is not willing to negotiate because there is no recourse for lack of action. Mr. Maus and Council discussed several options to remedy this situation. ***Tom Runnett made a motion to have Mr. Maus file a "Show Cause"; William Thomas seconded the motion. Roll call was taken.***

***Doswell Pierce/ABSTAIN***

***Tom Runnett/YES***

***William Thomas/YES***

***Michael Warlick/YES***

***Bernice Wilson-Kube/YES***

***Motion passed 4/1 with Doswell Pierce abstaining.***

**Polling Location:** Mayor Harlowe stated that Council had previously voted to have the polling location moved to the Town Office, but the advertisement in the newspaper pertaining to a change in the polling location was neglected. Sal Luciano read the code to Council and he will get with Mr. Maus to place the ad in the newspaper. Mayor Harlowe reminded Council that the polling location has not been officially changed until the advertising is completed.

**Shared Use Path:** Sal Luciano reported that he received an email from Christian Goodwin stating that they had contacted the Timmons Group to price out a pre-engineering package which included surveying and basic engineering services for \$33,200.00. The pre-engineering study is not a part of the 80/20 split. This study would be split between Louisa County and the Town of Mineral; whether it be a 50/50 split or by linear footage. Mr. Goodwin wanted to know if Town Council was still interested in doing this study. This is just the preliminary study to see if the project is feasible.

Tom Runnett addressed Council on his opinion pertaining to these negotiations as a Council member representing the Town of Mineral and not as a County employee.

***Tom Runnett made a motion that the Town of Mineral is not interested in pursuing the Shared Use Path Project with the County of Louisa; Doswell Pierce seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***William Thomas/YES***

***Michael Warlick/YES***

***Bernice Wilson-Kube/ABSTAIN***

***Motion passed 4/1 with Bernice Wilson-Kube abstaining.***

**Tabling Items for Thirty (30) Days:** Mayor Harlowe stated that the item of business would determine whether it be tabled for thirty (3) days or voted on at that time. Doswell Pierce stated that his opinion would be to not have a Resolution adopted by Council on this, but to adopt a policy that any significant matter of business be tabled for thirty (30) days unless Council decided to vote on the issue at that time.

**NEW BUSINESS:**

**Route 76 Bike Lane:** Sal Luciano stated that this project is in the preliminary stages of a proposed bike path by the Thomas Jefferson Planning District. The thought would be to have a two (2) striped lane down Mineral Avenue designating a bike path due to parking on Mineral Avenue; it is dangerous for bikes to utilize the road. VDOT had a representative at the meeting and if the Town of Mineral was interested, there would be a possibility of using their funds for this project. It would be a Thomas Jefferson Planning District, VDOT and the Town of Mineral working together to get this project completed. There is no great impact on this for the Town; it would be to allow the lines to be put down on Mineral Avenue at no cost to us. ***Tom Runnett made a motion to allow the Route 76 Bike Lane to be put in at no cost to the Town of Mineral; William Thomas seconded the motion. Motion passed 5/0 with none voting in the negative.***

Bernice Wilson-Kube inquired the status on the crosswalks at the traffic light and Sal Luciano stated that to start, we needed to get a pre-engineering study completed. Mayor Harlowe stated that at one time we had a plan. Mr. Luciano stated that we do have a plan and also a study that VDOT had conducted but it is outdated. Thomas Jefferson Planning District stated that they would be willing to utilize their funds to evaluate all the crosswalks, perform all the planning and get pre-engineering up to specifications. This is a work in progress.

**Bama Grant for Walton Park:** Sal Luciano reported that we had put in for a \$10,000 grant for improvements to Walton Park and we received \$5,000. A 30 x 60 pavilion was suggested for Walton Park. Tom Runnett stated that this would be a joint project for the Walton Park Committee and the Town Manager as more funding will be needed to construct a 30 x 60 pavilion. Tom Runnett suggested contacting Louisa County Public Schools to use this as a project and build it according to our specifications; this would need approval from the superintendent. Sal Luciano stated that we need to come up with a plan and possibly budget funds for next year. Bernice Wilson-Kube suggested contacting the Cooke Foundation to inquire about potential funding.

**Planning Commission:** Doswell Pierce reported that it had been almost two (2) years since the Planning Commission had a meeting. There is only one (1) vacancy so they have six (6) members which is the minimum number required. Doswell Pierce also stated that posting a notice on the Town's Bulletin Board three (3) days prior to the actual meeting date would be sufficient notice. Sal Luciano stated that he would get a meeting scheduled.

Mayor Harlowe thanked everyone for the peace lily and cards of sympathy in the passing of her mother.

***Tom Runnett made a motion to adjourn the meeting; Michael Warlick seconded the motion. Motion passed 5/0 with none voting in the negative.***

***Meeting adjourned.***