



Town of Mineral
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Pam Harlowe, Mayor
Bernice Wilson-Kube, Vice-Mayor
Tom Runnett
Michael Warlick
Roy Payne
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
February 10, 2014
7:00pm

PRESENT: Mayor Pam Harlowe; Vice-Mayor Bernice Wilson-Kube; Council Member Roy McGehee; Roy Payne; Tom Runnett; Michael Warlick and William Thomas

ABSENT: None

STAFF: Town Manager Sal Luciano; Treasurer/Clerk Ti-Lea Downing; Town Attorney Jack Maus.

PUBLIC: Tex Pierce; The Central Virginian, Deanna Meredith

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

Mayor Harlowe asked if there were any additions to the Agenda and Sal Luciano stated that he would like to add under “**Old Business**” Discussion of the Height of the DMV Counter Windows.

Motion to Approve the Agenda as Amended. *Bernice Wilson-Kube made the motion to approve the Agenda as Amended; Tom Runnett seconded the motion. Motion passed 6/0 with none voting in the negative.*

PUBLIC COMMENTS: Tex Pierce addressed Council in regards that the Agenda for tonight’s meeting was not posted on the webpage until after 3:30 p.m. the date of this meeting. He also stated that the November 2013 minutes did not show the proper procedure for Council to go into a closed session and the January 2014 minutes have not been posted yet either. Bernice Wislon-Kube stated that the past month’s minutes do not go up on the webpage until they are approved by Council at the next month’s meeting. Mayor Harlowe asked Mr. Pierce if he would like to listen to the tapes from the

November 2013 council meeting and he declined. Sal Luciano will address these issues and have them corrected.

Approval of January Council Meeting Minutes. Roy Payne made the motion to approve the January Council Meeting Minutes; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative

Approval of February Bills to be paid. Michael Warlick had a question regarding the water/sewer repair between 3rd & 4th Streets where there was a separate bill for gravel from Central Virginia Contractors; do we supply the gravel for them to back fill the hole? Sal Luciano stated that in this situation we did because they got the gravel directly on our account and brought it to the repair site. What was not used was taken to the old maintenance shop for future use. This works better because we would have to contract someone to get the gravel, dump it at our maintenance shop and then we would have to get it to the repair site. Roy McGehee also had a question regarding the bill from Central Virginia Contractors for locating the ten (10) manholes. Sal stated that this was for the sewer relining project where Tri-State gave a list of ten (10) manholes that they could not locate and they needed these locations to properly perform the sewer relining project. Mr. Staudinger and Sal spent 5 hours out in the field with Tri-State today locating and marking these manholes to ensure that the lines are correct before putting the lining into the sewer lines. Sal clarified that Tri-State gave a list of manholes that they could not find and requested that Mr. Staudinger dig them up to use these manholes for the relining process. A few of the manholes that were located were under asphalt; under driveways and some were found under dirt in the woods and also in creek beds. There was one that was fourteen (14) feet deep and that area may have to be eliminated from the sewer relining project. The next step is for Sal to get a permit from VDOT for the cutting of the asphalt and put a riser in to raise these manholes above the ground. The cost for manhole repairs is a line item in the budget that designates monies for manhole rehab that was not all used. Sal stated that this is something that Council should consider doing either way because we need to know the location of all the manholes in the Town. Mr. Staudinger has been doing this for days and has only billed for eight (8) hours. Roy McGehee questioned how these manholes got displaced and covered up; Sal stated that possibly in the past when they ground the asphalt and notified us, we did not respond to locating and marking the manholes, so they just covered them over. Mayor Harlowe questioned the manhole over on Virginia Avenue; does VDOT have to come and open the road up? Roy Payne stated that VDOT will come and mark it but we can open the road up and raise the manhole. Sal stated that the Water/Sewer Committee will have another meeting to discuss all these new issues and findings as they will have to make decisions which way to go due to having to obtain VDOT permits and this is not covered under our blanket permit. **Tom Runnett made the motion to approve the February Bills to be paid; William Thomas seconded the motion. Roll call was taken.**

Roy Payne/ YES

Tom Runnett/YES

Roy McGehee/YES

Michael Warlick/YES

Bernice Wilson-Kube/YES

William Thomas/YES

Motion passed 6/0 with none voting in the negative.

Town Manager's Report: Sal added that Tri-State started the sewer relining work today and they were going to store their equipment over on the gravel road at Walton Park. He also included a new document which was a spread sheet of Monies Owed to the Town of Mineral for Real Estate, Personal Property and Water/Sewer Accounts along with account balances for Spring Grove Cemetery and the Town of Mineral showing all the accounts we have up to date and the cash on hand that is available. Tom Runnett asked if we applied to the State to the Set-off Program to attach them to the State income tax refunds to let them know these folks owe past due amounts? Sal stated that nothing has been done on these past due amounts other than on the water/sewer accounts, he has been working with individuals on payment plans to get their accounts current. Now that we have consolidated all this information, we can see where we are and go forward. His plan is to get in touch with these individuals who have past dues amounts, work with them in getting them current or at least on a payment plan headed in the direction of becoming up to date and current. Roy McGehee questioned if any residents have complained about cloudy water; several have stated that they have cloudy water at their homes and/or places of business. Sal stated that the maintenance men have been looking for some type of water leak because the water tower alarm has been going off frequently and the only reason that the water tower stays low is due to a leak somewhere. Ti-Lea Downing calculated the pump readings and the well pumps have not stopped pumping. The maintenance men have checked all the usual places for leaks, i.e. Spring Road and no one has called in regarding a leak so we have not had any luck as of this date.

Town Attorney's Report: Jack Maus submitted a written report to Council and he had two (2) additions to this report. The first addition was in regards to a mailing that both he and the Town Manager received in regards to the Town participating in a class action settlement against Bank of America and a few other finance and/or funding companies. His question to Council was if they had investments with these institutions and if so did Council want to submit a claim. The second addition was in regards to the Keller/Simpson suit; Mr. Milner from the insurance company has filed a precipice for motions for hearing on March 10, 2014 @ 9:30 a.m. where an actual hearing date will be set.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Bernice Wilson-Kube reported that the Beautification Festival will be held as usual on the last Saturday of April. Also the Farmer's Market will reopen again this year starting the first weekend in May.

Budget & Finance Committee: William Thomas reported that there was no report at this time.

Building Committee: Michael Warlick reported that the progress on the Old Town Office is that he and Sal have been working over there to save some money. The floor registers have been purchased and trim should be in allowing for the painting and the flooring to be completed this week. The heat was out about two (2) weeks ago and the line was bleed and the furnace restarted. He went over a few days ago and the heat was

off and he did the same thing, bled the line and restarted the furnace so he is thinking that there is a leak in the fuel line. The "FOR RENT" sign has just fallen off the door due to painting the trim.

Cemetery Committee: Roy Payne reported that he is working with two (2) different landscape companies in pricing and new designs for flower beds around the flag poles and plantings along the road front. He would like to have blooming trees along the road frontage. Also, he is pricing a new lawnmower. Tom Runnett brought up the issue of snow removal at the cemetery to make the roads accessible. He requested of the Town Manager that the maintenance men take the tractor down there and plow the roads especially if there is a funeral scheduled. Also, there had been issues raised with dead floral arrangements; once a month he would like the maintenance men to walk the cemetery and remove any dead floral arrangements on the grave or at the headstones. He suggested that we inform folks that we will be doing this monthly maintenance.

Economic Development Committee: Bernice Wilson-Kube stated that there will be a Mexican Restaurant opening in Town soon and we hope they do well. William Thomas inquired of their opening date and Ti-Lea Downing stated that the owner was looking at the end of February.

Personnel Committee: William Thomas reported that it will be discussed in closed session.

Police & Legal Matters Committee: Roy McGehee had no report at this time.

Streets Committee: Michael Warlick reported that the streets are a mess. We may need to borrow the street sweeper or get it up by hand very soon before it all washes into the storm drains. There are about 6 potholes that need patched plus the water/sewer repair patches. Sal also stated that he met VDOT over on West 4th Street in front of Roger Brooks' residence and they are going to cut a ditch in there to keep the run off from going into his yard.

Walton Park Committee: Tom Runnett reported that there is a huge hanging limb that needs to be gotten down and the leaves need to be gotten up. A lot of limbs and twigs down on what little grass there is in the park that we need to get up. He suggested getting part-time help to work on this project since maintenance is short staffed. We have a lot of upcoming events at Walton Park and would like to get a jump on cleaning it up now before Spring.

Water & Sewer Committee: Roy Payne reported that Tri-State has started on the relining project this week. Also, Tom Runnett suggested that we put stakes up at the manholes they are going to be working on. Sal stated that if we get any snow, they will not be working and also if it gets to cold, they will not work because their trucks freeze up. He has a list of streets that they will be working on each week so that residents can be notified. Tri-State puts written notices on the residents' doors the night before and then lets them know at the end of the day that they laterals are open.

OLD BUSINESS: Sal Luciano reported that in speaking with the DMV clerks, the

window counters are too high and they cannot see customers waiting in line nor can customers see the clerks, especially down at the far end. The issue is the actual height of the window sides. Bernice Wilson-Kube stated that the height of these windows was actually designed by DMV. William Thomas asked for a cost and Sal stated it would be less than \$500, approximately \$475 and it could be completed in a day. Sal will do more research on this issue and get back to Council at their next meeting.

NEW BUSINESS: Mayor Harlowe stated that there is a picture of a seal for the Council's Board Room in the packets. William Thomas stated that this is long standing and he stated that this would enhance the Council's Board Room. Sal reported that he obtained pricing from three (3) companies; only two came back with pricing. Burrell Signs, who did the signs out front, came in at \$2,147.00 and Performance Signs out of Ruckersville came in at \$1,035 for the same specs and both include a setup fee called a 'vector' file that we would have forever and the seal would have a 3 dimensional look. ***William Thomas made the motion to purchase this seal from the lowest bidder; Roy Payne seconded the motion. Mayor called for roll call.***

Roy Payne/YES

Tom Runnett/NO

Roy McGehee/NO

Michael Warlick/YES

Bernice Wilson-Kube/NO

William Thomas/YES

Vote was 3/3 resulting in a tie. Mayor voted NO; Motion was denied.

Mayor Harlowe addressed the Proposal of Fees from the Thomas Jefferson Planning District for the Comprehensive Plan. Sal Luciano stated that this may be something that the Planning Commission needs to address first, but the meeting had to be rescheduled and he wanted to present this to Council as well. Will Cockrell from Thomas Jefferson Planning District, met with him to discuss some of the previous work that has been done on future plans for the Town and some work that was done through a grant and for a grant. They offered their services on the five (5) year comprehensive plan. They are a non-profit organization and he breaks it down as to the process of how Council wants to pursue this plan and also their fees in preparing this Comprehensive Five Year Plan. Tom Runnett suggested that he present it to the Planning Commission and report back to Council on their recommendations. This issue had been tabled until the Planning Commission presents their recommendations.

Jack Maus authorized Council to adjourn into closed session to discuss Personnel Matters under VA Code Section 2.2-3711-A1.

Mayor Harlowe asked for a motion to adjourn to closed session. ***William Thomas made the motion to adjourn to closed session to discuss personnel matters under VA Code Section 2.2-3711-A1; Roy McGehee seconded the motion. Motion passed 6/0 with none voting in the negative.***

Certification that only what was announced was discussed.

Roy Payne/YES

Tom Runnett/YES

Roy McGeHee/YES

Michael Warlick/YES

Pamela Harlowe/YES

Bernice Wilson-Kube/YES

William Thomas/YES

William Thomas made the motion to pay the four (4) days' vacation to the employee in question; Bernice Wilson-Kube seconded the motion. Motion passed 6/0 with none voting in the negative.

Roy Payne made a motion to adjourn the meeting; Roy McGeHee seconded the motion. Motion passed 6/0 with none voting in the negative. Meeting was adjourned.