



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  
March 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, Andrew Woolfolk

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

**PUBLIC COMMENTS:**

Tex Pierce stated the draft minutes are not being posted on the Town's website and that the Mayor stated in the November minutes that they would be posted on the website in draft form. Bernice Wilson-Kube stated that it is not cost effective to have the draft minutes posted. Tom Runnett stated that if it was put in the November minutes that the draft minutes would be posted on the website, then in Council's best interest there needs to be a motion made to amend that statement even if Council did not officially vote on this issue. Mayor Harlowe stated that this would be added to the Agenda under Old Business.

Mayor Harlowe asked if there were any other topics that needed to be added to the Agenda at this time. Sal Luciano stated that he had two (2) items, the first being the Town Code regarding the Section of parking vehicles larger than a pickup truck on Town streets and a bid he received for the installation of sewer at the new maintenance shop.

Mayor Harlowe called for a motion to amend and adopt the Agenda. ***Roy Payne made the motion to Amend and Adopt the Agenda; Michael Warlick seconded the motion. Motion passed 6/0 with none voting in the negative.***

***Approval of February Council Meeting Minutes. Tom Runnett made the motion to approve the February 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. Tom Runnett made the motion to approve the February Bills to be paid; Roy Payne 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 Luciano submitted a written report to Council. William Thomas asked under the health benefits plan if the 9.2% increase was for the current health insurance; Sal stated yes and this would be discussed under New Business.

**Town Attorney's Report:** Attorney Maus did not submit a written report to Council this month due to no activity since the last council meeting. However, this past weekend he did receive notice that in the Keller/Simpson suit, Mr. McSweeney submitted an order for non-submittal withdrawing the suit to the circuit court judge this morning which means this case is done. William Thomas questioned if Council submitted proposed sanctions against Keller/Simpson for incurred expenses due to this suit. Attorney Maus stated that Council did not due to the fact that they are entitled as a matter of law to non-suit their case one time. Sal Luciano stated that he was in contact with VML since they were involved in some of the legal aspects of this case and they would look into absorbing some of the costs for the Town's attorney since it is part of what the insurance covers, but he has not gotten a definite response to this. Mayor Harlowe stated that we are still waiting around for a response back from VML.

### **Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Bernice Wilson-Kube reported they are working on the Beautification Festival.

**Budget & Finance Committee:** William Thomas had no report at this time.

**Building Committee:** Michael Warlick reported that the floors were being refinished this week and there are a few pieces of tile at the front entrance that still need to be installed; which he and Sal would be completing soon. The Town Manager is receiving bids on a final construction clean. The basement needs to be cleaned out and once these items are completed, the building will be ready to rent.

**Cemetery Committee:** Roy Payne reported he would be getting with Sal and the maintenance men to conduct a walk thru to prepare the cemetery for Spring. He would also like to make a list of gravesites that do not have headstones and possibly place a single white cross on them. Mr. Payne requested that he would like to have Sal or Ti-Lea locate and mark the graves that do not have markers. Once that list is compiled he will go from there with this project. Bernice Wilson-Kube stated that Spring Grove must get written permission from the family before placing headstones on unmarked graves. Mr. Payne has a landscaping engineer drawing up plans for landscaping the 522 road frontage and he has secured bids on purchasing a new lawnmower which will be either gasoline or diesel with a rear discharge ranging from \$10,000-\$14,000. He will bring these bids to the next month's meeting. He would like to have the cemetery be more presentable and discussed with Sal about keeping the field cut once a month. Sal reported that all the crepe myrtles have been trimmed by the maintenance men.

**Economic Development Committee:** Bernice Wilson-Kube reported that there are four (4) new businesses opening up at the Town Square. The first is a Mexican restaurant called "Sabor A Mexico"; a pet grooming shop called "Primp My Pet"; a formal wear shop called "Butterflies Boutique" and lastly "Foxbrook Auto Detailing" which will only use this space as their home based office. We wish them all success. Roy McGehee inquired if anyone knew what was going on with Maria's New York Deli and Tom Runnett reported that they locked the doors as of this past Friday. Mayor Harlowe reported that she was pleased to report that there is positive movement down at the Family Dollar Store site.

**Personnel Committee:** William Thomas reported that on February 26th they conducted the Town Manager's evaluation and decided that he has met all of his objectives. In addition, they made a recommendation to Council for the 2014 Holiday Schedule which included 13 ½ days off; to increase the amount of sick days from six (6) days to twelve (12) days and to establish a new procedure of accruing vacation days. He also reported that they had thirty-two (32) applications submitted for the Part-Time DMV Clerk position, which they have selected five (5) applicants that were interviewed today and the committee's choice would be starting on Wednesday, April 2, 2014. Tom Runnett brought to the attention of the Personnel Committee that he would like them to look into using Vaco Insurance Plan like Louisa County does and see if we would be able to get a discounted rate.

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

**Streets Committee:** Michael Warlick reported that VDOT was sent an extensive list of potholes that will be fixed once the weather breaks. Also, Sal Luciano reported that the maintenance men will be using his blower to clean the streets this year instead of borrowing the street sweeper. Mayor Harlowe requested a report on the use of this blower in cleaning the streets and if it was useful, Council may want to consider purchasing one of their own. Also, the first couple of weeks in April, Sal stated that the maintenance men would be spreading new mulch around all the trees on Mineral Avenue and start spraying for weeds. Tom Runnett inquired if Council would like to open up and put into the system the quarter mile of Piedmont Avenue off of Second Street going west

to the Town limits. Mayor Harlowe requested the streets committee present a recommendation to Council at next month's meeting on adding this quarter mile of road. Sal Luciano reported that CSX had been granted monies to repair the railroad crossing on First Street and will be starting this project as soon as the weather breaks. Also, the few street signs that are down and/or leaning will be replaced and fixed.

**Walton Park Committee:** Tom Runnett reported he discussed with the Town Manager a list of jobs that the maintenance men need to get done before the first weekend in April as this weekend will be the first event of the year at the park. Sal Luciano stated that this will all be completed along with taking the picnic tables down from the stage and placing them throughout the park.

**Water & Sewer Committee:** Tom Runnett reported that with this wet month, he looks forward to the completion of the sewer relining project because what was spent this month will show a pay back in the long run. Sal Luciano reported that there is a follow up meeting tomorrow with Hunter Young and Jonathon of Tri-State to go over what has been completed to date. VDOT is sending the permits for Mr. Staudinger to start digging and repairing the manholes. Also, Sal is working on the project of connecting a water spigot at the Farmer's Market.

#### **OLD BUSINESS:**

**Wrong November 12, 2013 minutes posted to the website:** Sal Luciano reported that the wrong file was sent to the webmaster in error. The tapes were listened to again, verified with the minutes and the correct file was resent to the webmaster to post on the website.

**Posting "DRAFT" minutes to the website:** *Tom Runnett made a motion to NOT post "draft" minutes on the website, only post approved minutes to the website and any resident who would like a copy of the "draft" minutes can receive them from the Town Office at no charge; Bernice Wilson-Kube 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.*

#### **NEW BUSINESS:**

**Code Section on Large Vehicles:** Sal Luciano addressed the issue of several complaints regarding vehicles larger than pickup trucks parking along the streets in the Town of Mineral. There were two (2) specific vehicles that were in violation of the code and he sent letters to the owners to address this issue. After receiving their letters, the owners stated that there were several others within the Town of Mineral that were in violation of this code as well. He asked Council if this was their intention to enforce this code, as

there is a large population in the town limits that violate this code and if it is going to be enforced, then it needs to be enforced across the board. This was discussed at length. ***Bernice Wilson-Kube made a motion to amend the Code Article II, Section 410 to pertain only to Mineral Avenue; William Thomas seconded the motion. Roll call was taken.***

***Roy Payne/NO***

***Tom Runnett/ NO***

***Roy McGeHee/YES***

***Michael Warlick/YES***

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

***William Thomas/YES***

***Motion passed 4/2 with Roy Payne & Tom Runnett voting in the negative.***

**Maintenance Shop Sewer:** Sal Luciano reported that he met with Central Virginia Contractors and C.D. Drainfield regarding this project. C.D. Drainfield never got back to him, but Central Virginia Contracting came back with an estimate of \$24,267.18. This is not going to be an easy project as there is a flow of gravity problem. William Thomas stated that we need to keep looking for bidders on this project.

**ShoreTel Networks Maintenance Contract Renewal:** Sal Luciano reported that this is the current phone/voice mail system and while it is a large dollar amount to renew this yearly contract, we own the hardware for this system and if the system would go down, they will bring in new hardware and have everything back online within four (4) hours. ***Tom Runnett made a motion to approve the yearly renewal of the ShoreTel Networks Maintenance Contract in the amount of \$805; Roy McGeHee 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.***

**Lawnmower Purchase:** Sal Luciano reported that the TORO 30" walk behind mower is a commercial grade, self-propelled, 3-in-1 deck design mower for mulching with bagging and side discharge. This will allow the maintenance men to fit into small areas and between curbing which will be used at the Town of Mineral Office and along the roads between the curb and sidewalks. It will also keep the grass from being blown out into the streets, sidewalks and mulched areas. In obtaining pricing on this mower, he was unable to get this mower from local vendors because you must be an authorized dealer to sell this mower. ***William Thomas made the motion to purchase the TORO 30" walk behind mower from Smith Turf & Irrigation for \$1,440.00; Bernice Wilson-Kube 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.*

**Personnel Committee Recommendations:** Sal Luciano summarized the following:

- 1. HOLIDAY SCHEDULE:** In reviewing the Holiday Schedule, the Town of Louisa, Louisa County and DMV were all compared and the findings resulted in all permitted 13 ½ days of holiday leave throughout the year. The committee's recommendation would be to leave the holiday schedule as it is now written in the Employee Handbook for year 2014.
- 2. STARTING SALARIES:** Recommendation would be to have the starting hourly rate reduced to \$9.50/hour for a probationary period of six (6) months and after the six (6) months evaluation, the rate would be increased to that of the current standard employees of the DMV Clerks. This would allow some separation for those who have been here for a period of time vs. a new hire.  
*Bernice Wilson-Kube made the motion to change the salary schedule to include a probationary period of six (6) months for a new employee that is part-time; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative.*
- 3. SICK LEAVE ACCRUAL:** Recommendation would be to increase sick leave accrual from one (1) day every two (2) months which is six (6) days per year to one (1) day every month which is twelve (12) days per year. This accrual will start after the six (6) months probationary period for full time employees.  
*William Thomas made the motion to add one (1) day a month of sick leave accrual after the six (6) month probationary period of all full time employees starting July 1, 2014; Roy McGeHee seconded the motion. Roll call was taken.*

*Roy Payne/YES*  
*Tom Runnett/YES*  
*Roy McGeHee/YES*  
*Michael Warlick/YES*  
*Bernice Wilson-Kube/YES*  
*Williams Thomas/ YES*  
*Motion passed 6/0 with none voting in the negative.*

- 4. VACATION LEAVE ACCRUAL:** Currently, all full time employees get all their vacation leave January 1<sup>st</sup>. The recommendation from the committee would be to accrue leave at the end of each month on hourly basis viruses on a daily

basis and how many hours are to be accrued each month. Michael Warlick stated that an employee should not be permitted to take vacation leave until after their anniversary start date of their first year; vacation leave can be accrued, but not taken. ***Tom Runnett made the motion to change the length of service six (6) months to three (3) years: 48 hours per year, four (4) hours per month; then three (3) years to nine (9) years of service: seven (7) hours per month; and then nine (9) years plus: ten (10) hours per month with no vacation allowed to be taken until the employee's one (1) year anniversary start date, but sick leave can be taken. Carry over for full time employees would be six (6) months to three (3) years a balance of no more than seven (7) days; three (3) years to nine (9) years a balance of no more than fifteen (15) days; nine (9) years plus a balance of no more than twenty (20) days starting July 1, 2014; 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.***

**5. HEALTH INSURANCE:** Tom Runnett requested that the Town Manager check with Louisa County on the VACO Insurance plan that they offer. Sal Luciano will look into additional health insurance programs.

***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.***