



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  
April 14, 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 the invocation was given by William Thomas.

**PUBLIC COMMENTS:** None

Mayor Harlowe asked if there were any additions or corrections to the Agenda; there were none. *Tom Runnett made the motion to Approve the Agenda as written; Roy McGeHee seconded the motion. Motion passed 6/0 with none voting in the negative.*

**Approval of March Council Meeting Minutes.** *Tom Runnett made the motion to approve the March Council Meeting Minutes as written; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative*

**Approval of April Bills to be paid.** Mayor Harlowe questioned the amounts for postage under the BB&T Credit Card and the Sam's Credit Card being more than usual. Ti-Lea Downing stated that she had to buy stamps online because the Mineral Post Office does not stock the postcard stamps; there was the cost of certified mailings for delinquent Real Estate and Personal Property Taxes plus additional postage for the Beautification Festival

postcards. Michael Warlick questioned the bill from Tri-State for the sewer relining project in regards to if this was the final bill. Sal Luciano stated that it was not the final bill; it was the first bill from the actual relining project of the first section. The previous bills were for the tving of the sewer lines. Tri-State has now finished the second section and will be coming back to start on the third and final section. Sal also stated that he will be receiving a bill from Central Virginia Contracting soon for the manhole repairs on Virginia Avenue. William Thomas requested that instead of consolidating the charges under the “Discover Credit Card”, he would like to see it broken down in more depth showing the actual line item of the expense. Sal Luciano stated that it is still hitting the budgeted line item expense, but he will correct this for next month’s meeting. ***Tom Runnett made the motion to approve the April 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 Sal to elaborate on what is being done on Virginia Avenue and it was agreed that this would be discussed under the Water/Sewer Committee report. Michael Warlick asked how the street sweeping was going. Sal Luciano stated that the blower was working well, but had several complaints on the amount of dust that was generated from this process so this was stopped. Michael Warlick asked if there was any thought given into subcontracting this job out if we cannot borrow The Town of Louisa’s street sweeper. Also, he said Tom Runnett made the suggestion that Barton & Boyd had a piece of equipment that we could possibly rent to handle this project. Mayor Harlowe stated that the Fire Department usually hoses down the streets before the parade. Sal Luciano stated that there would have to be “No Parking” on Mineral Avenue enforced while this is being done. Roy Payne suggested that the streets get cleaned now; he requested that Sal get prices on having a company do this project and get back with Council on this.

**Town Attorney’s Report:** Attorney Maus submitted a written report to Council. He touched based with Council on the issue from last month’s meeting where Council amended the Town Code Parking Ordinance Section 410-4, making parking limitations for trucks parking on Mineral Avenue. This was the only change that Council made but the ordinance has a section that states there are exceptions for alleys by provisions of the Mayor or the Town Police. Council did not change the wording of Town Police to Town Manager and this wording needed to be changed since there are no Town Police. ***Tom Runnett made a motion to change the wording in the Parking Ordinance, Section 410-4 from Town Police to Town Manager; William Thomas seconded the motion. Motion passed 6/0 vote with none voting in the negative.*** Mr. Maus will send these changes out to General Code in one batch. Mayor Harlowe stated that William Thomas had on the Agenda to discuss Council’s salary and questioned if this should all wait and go into the

batch to change the Codes at one time. Mr. Maus stated that he did not think that the Code set the actual salary of Council Members just that Council had the right to set the salary amounts.

Mayor Harlowe questioned if annexing property into the Town limits could only be done every ten (10) years. Tom Runnett stated that there was a citizen that owns property adjacent to the Town limits that would like to be voluntarily annexed into the Town Limits. Mr. Maus stated that the procedure would be that the Town of Mineral entered into a boundary agreement with Louisa County. The next item Mr. Maus discussed was Council's salary under Section 3.12 under the Town's Charter where it stated that the Council's salary shall not exceed \$1,200 per year. William Thomas stated that Council needed to vote on raising Council's salary tonight, before the next election in May, 2014 for budgeting purposes.

### **Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Bernice Wilson-Kube reported that the Beautification Festival will be held on Saturday, April 26<sup>th</sup> from 9 a.m. to 1 p.m. at the Farmer's Market location. There are approximately twenty-two (22) vendors participating and she hopes to receive a few more applications before the event.

**Budget & Finance Committee:** William Thomas reported that they are working on the preliminary budget which will be presented to Council at next month's meeting and at that time Council can make changes; then Council can approve the budget for the upcoming year at the June meeting. There are several things that Council needs to take into consideration; water and sewer is a major factor. He also suggested to the Town Manager that he start working on the water end because it takes approximately six to eight (6-8) months to get something going from start to finish.

**Building Committee:** Michael Warlick reported that the Old Town Office had an interested renter and Kathy Seay would be doing the final clean. There are some things in the basement that still need to be cleaned out before the new tenant takes possession. Bernice Wilson-Kube asked Kelly Taylor to explain the picture that was presented to Council. Kelly and her husband are interested in renting the office as an ice cream shop. She stated that they walked the property with Howard Loudin and there were a few things that they would like to have done. The first would be to have a deck on the back of the property to allow customers to sit outside; install a handicap ramp from the parking lot to the front sidewalk; place five (5) colorful flags out front to establish that there is a new business at this location; install a colorful semi-circle awning over the middle window and to have a sign hung on the outside of the building with the business name. There would be some of the back parking lot that would be lost, but it would not be that noticeable. Sal Luciano asked how the flag poles were going to be mounted and she stated that they would be slipped into a sleeve in the ground to hold the poles. Williams Thomas stated that if Council approved these changes, he would like Michael Warlick to oversee these improvements to reduce our risk of liability. Sal Luciano stated that they would have to get separate approval for the sign since there are regulations. ***Bernice Wilson-Kube made the motion to approve the projects of the proposed renter and to proceed with them in signing a lease for the rental of the Old Town Office; Michael Warlick seconded the motion. Roll call was taken.***

*Roy Payne/NO*  
*Tom Runnett/YES*  
*Roy McGeHee/YES*  
*Michael Warlick/YES*  
*Bernice Wilson-Kube/YES*  
*William Thomas/ YES*  
*Vote was 5/1 with Roy Payne voting in the negative.*

**Cemetery Committee:** Roy Payne reported he had two (2) proposals for a rear discharging lawnmower; one gasoline and the other diesel. He stated that grass cutting season was upon us and a new mower is a necessity for the cemetery. He requested from the Town Manager that the fields next to the cemetery get cut at least once a month. **Roy Payne made a motion to purchase the Hustler gasoline lawnmower with a 60" deck, rear discharge in the amount of \$10,700.00 from Besley Implements; Tom Runnett seconded the motion. Roll call was taken.**

*Roy Payne/YES*  
*Tom Runnett/YES*  
*Roy McGeHee/NO*  
*Michael Warlick/NO*  
*Bernice Wilson-Kube/NO*  
*Williams Thomas/YES*  
**Vote was 3/3 with Roy McGeHee, Michael Warlick and Bernice Wilson-Kube voting in the negative. At this point, William Thomas asked why these three (3) members voted no and both Michael Warlick and Bernice Wilson-Kube questioned if the lawnmower could be used for grass cutting other than at Spring Grove Cemetery and Sal Luciano stated yes; both changed their votes to YES making the vote 5/1 with Roy McGeHee voting in the negative.**

Roy Payne discussed his proposal for the beautification along the 522 corridor at Spring Grove Cemetery. Delicate Designs was the only landscaping firm that gave him a bid. His proposal was to start at the first entrance and proceed along the 522 highway line all the way down to the end of the cemetery property and incorporate sixty (60) crepe myrtle trees, 20-25' tall, four (4) different colors of pink, white, red and lavender. This proposal included the trees, the stakes and all the necessary equipment which totaled \$16,592. The proposal also included a final cost of \$24,692.50 for everything plus installation. This is the first of four stages for the beautification process for Spring Grove Cemetery. Sal Luciano stated that sixty (60) crepe myrtle trees were a huge maintenance job and he discussed earlier with Mr. Payne about hiring a company to come in to maintain them. Michael Warlick questioned the cost comparison if 15' trees were purchased instead and Mr. Payne said that the cost is not much different with the size of the tree. **William Thomas made a motion to approve the purchase and installation of sixty (60) crepe myrtle trees; Tom Runnett asked Mr. Payne if he would object to having this issue tabled for thirty (30) days. Mr. Payne stated that was fine with him. Motion tabled for thirty (30) days.**

Sal stated that some of the name plates came off the columbarium which he used an adhesive to put them back in place, if anyone questioned, the blue tape was holding the plaques in place until the adhesive is set.

**Economic Development Committee:** Bernice Wilson-Kube wanted to thank everyone that came out to the ribbon cutting ceremony.

**Personnel Committee:** William Thomas reported that there are several things going on, but he had no report at this time.

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

**Streets Committee:** Michael Warlick brought up the issue of traffic coming in and out of the new Mexican restaurant and the Town Square itself. He would like to contact VDOT and inquire if the timing of the traffic light be changed to allow more time. Sal Luciano suggested that we request VDOT to conduct a study and then have them make a recommendation to remedy the situation.

Mike Warlick also requested that Council table the quarter mile project that Council discussed at last month's meeting until he can gather more information.

Tom Runnett asked if there was anything from Buckingham Branch Railroad as to when they would be repairing the railroad crossing; Sal Luciano stated that they would send a crew to start the repairs as soon as the weather broke and they did not give an actual start date.

Mayor Harlowe questioned if it would be repaired with concrete and it was stated that however the crossing was repaired in the Town of Louisa would be how ours is repaired. Mayor Harlowe questioned where the road cut open on Virginia Avenue, it is our responsibility to have it repaved and Sal Luciano stated yes. He also stated that J.W. Sealing has repaired all the roads that had been cut for water/sewer repairs. When the contractor comes back to repave Virginia Avenue, he will then repave the areas where we repaired manholes.

**Walton Park Committee:** Tom Runnett reported that the craft festival was a success. Other than the issue with the porta potties, everything looked great. The area where the brush was being dumped will be taken care of after fire season. Tom Runnett stated that he was still working with VDOT through the recreational grant monies to pave the entrance of the park to the designated parking area.

**Water & Sewer Committee:** Tom Runnett reported that the huge hole on Virginia Avenue was because a manhole was buried 15' under the road. The manhole was never sealed, the road went in and water has been pouring in ever since. We have reduced what we pay Louisa County for water treatment by \$2000. The worst section is from Piedmont to Virginia to St. Frances and when this is relined this is going to address a large portion of our problems. The other bad spot was over on Richmond Avenue between 3<sup>rd</sup> Street and Central Virginia Contractors repaired that manhole. Mayor Harlowe stated that the culvert pipe on Virginia Avenue needed to be replaced and she spoke with Henry Staudinger who stated that when he talked with the VDOT representative, VDOT did not have the money to replace this pipe.

Sal Luciano stated that he received an email from Jonathan of Tri-State and they will be coming back next week to complete the sewer relining on Virginia Avenue and a 1,000 foot run from Richmond Avenue to the pump station. The contractor at the Family Dollar will relocate the sewer line pipe from Mineral Avenue alongside Main Street Plumbing, down the property line to the St. Mary's manhole.

Sal Luciano stated that he was gathering data on the year prior to the earthquake plus all the monthly data to date as to how much sewage had been treated to date. He will correlate that with the weather reports from each month as to the amount of rain we have had to distinguish if there is a correlation that it increased after the earthquake and go back to FEMA, if nothing else it will give Council an idea of where we are after this relining project.

## **NEW BUSINESS:**

**Water Quality Report:** Sal Luciano stated that the report had been completed and the only difference from last year was that we had a violation for not having an operator's license and we now have no violations. The report will be sent out within the next two weeks.

**Salary for Council Members and Mayor:** William Thomas reported that Council was permitted \$1,200.00/year for both Mayor and Council salaries. To date the Mayor was receiving \$75/month, \$800/year and Council members were receiving \$50/month, \$600/year. The proposal was to raise the Mayor's monthly salary to \$100/month, \$1,200/year and Council member's salary to \$80/month, \$960/year before the upcoming election in May, 2014. Mr. Maus stated that from Charter 3.12, Council can authorize salaries of town council and those salaries are to not exceed \$1,200/year. Mayor Harlowe questioned if the mayor's position was the same as Council's and Mr. Maus read several excerpts from different charters that stated the Mayor was distinguished with and without Council. Mr. Thomas stated that Council and Mayor need to work together as a corporate body so his recommendation was that Council's salary be \$80/month and the Mayor's salary be \$100/month which would be the at the limit. ***Roy Payne made the motion for the next four (4) years to increase the Mayor's salary to \$100/month, \$1,200/year and Council Member's salary to \$80/month, \$960/year which is the maximum limit; William Thomas seconded the motion. Roy Payne withdrew this motion and Williams Thomas withdrew his second to the motion. Motion was withdrawn. William Thomas made the motion to increase the Mayor and the Town Council Member's salaries to \$100/month, \$1,200/year which is the maximum limit; Tom Runnett 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.***

**Criteria for Selection of Vice Mayor:** Mr. Maus stated that in terms for the Vice Mayor, there is nothing in the charter that described the qualifications. In Charter 3.4 it stated that Town Council shall elect from its members a Vice Mayor who would serve at the discretion of Town Council until a successor is appointed.

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