



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  
May 12, 2014  
7:00pm

**COUNCIL MEMBERS:**

Roy Payne; Tom Runnett; Roy McGehee; Michael Warlick; Bernice Wilson-Kube; William Thomas

**STAFF MEMBERS:**

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

**PUBLIC:**

Tex Pierce; Andrew Woolfolk, The Central Virginian; a mother and 2 boy scouts

Mayor Harlowe called the meeting to order at 7:00 p.m. and the invocation was given by Roy Payne

**PUBLIC COMMENTS:**

**TEX PIERCE:** He stated that from what he read in the report from VDOT, they do not want to do anything about the situation at the traffic light. He proposed to make it a safer intersection to have a "no turn on red" coming from the North on Mineral Avenue and East on First Street. This turning on red creates a lot of the problems especially with tractor trailers. Mayor Harlowe stated that this was under Old Business for discussion. He also stated that he wanted the Town Manager to assure that the grass would be cut between the utility strips on Mineral Avenue from First Street to Fourth Street, prior to the Memorial Day weekend so that the flags could be put in place. The flags will be put up in the Town on Monday, May 26<sup>th</sup> and at Spring Grove Cemetery on Saturday, May 24<sup>th</sup>. All flags will be taken down on Tuesday, May 27<sup>th</sup> and a reminder, that on May 26<sup>th</sup> the flags at the Town Municipal Office and Spring Grove Cemetery are to be flown at half-staff from sunrise to sunset.

The Public Comments section was closed by the Mayor.

Mayor Harlowe asked if there were any amendments to the Agenda. **Tom Runnett stated he had four (4) additions under New Business: Election Location for 2018; Election Staggered Terms; Voluntary Boundary Adjustment and Appointment to the Planning Commission. Sal Luciano added to the Agenda under New Business an Application for Walton Park for the Bluegrass Festival; a request for a Broad Band Antenna on the Water Tower from CVA Link and added a Closed Session to Discuss Personnel. Motion to Amend and Approve the Agenda as stated. Tom Runnett made the motion to Amend and Approve the Agenda as stated; Roy McGeHee seconded the motion. Motion passed 6/0 with none voting in the negative.**

#### **PUBLIC HEARING:**

**REAL ESTATE TAX INCREASE FOR NEXT YEAR'S BUDGET:** Sal Luciano stated that the proposal was to increase Real Estate Tax by .03 cent per \$100.00. There was a slight decrease in assessed values per Louisa County. The offset of the .03 cent increase would bring in revenue of approximately \$10,000.00 in Real Estate Taxes. Mayor Harlowe questioned if the new businesses in Town were taken in consideration for the offset. William Thomas stated that they did not. The main reason for the increase was due to the need for water/sewer improvement costs in the upcoming year. Mr. Thomas stated that at this time he did not feel the increase should exceed .03 cent. Roy McGeHee questioned if water bills will be increased also. Dr. Thomas stated that an increase for the water rate would not happen at this time.

Tex Pierce stated that his recommendation to Council would be to keep real estate taxes the same. On the cemetery side of the budget, it did not show the twenty-five percent (25%) of the perpetual fund that went into the budget. A line item needed to be in there for the perpetual funds transfer as an expense otherwise the cemetery budget resulted with a deficit. There was a surplus in the general fund marked for the cemetery and this amount could be transferred to the operating budget and would make the budget balance. On water/sewer, the amount shown for sewer treatment from July 1, 2013 to April 30, 2014 was over spent by \$20,000 and so budgeting only \$65,000.00 may not cover the entire year. He then questioned if the sewer relining project was beneficial because there will have to be a thirty-five percent (35%) reduction to meet the budget.

William Thomas stated that the purpose of a budget is for planning purposes; it is not designed to get to the specific dollar and cents due to ever changing details. Generally, the budget may be off some but adjustments are made in accordance. Overall this planning document has taken care of the Town's needs and if it does not, then a public hearing can be scheduled to appropriate additional funds to the budget.

Sal Luciano stated that due to the sewer project only being partially completed, he looked hard at the 2013 actuals. If you look at the County waste water actuals of 2013, we are at \$69,000.00 with a budget of \$65,000.00. So this year it did go up, but there were several different things that may have resulted in this increase, but looking at 2013 with \$69,000.00 he is hoping to get a few thousand dollars decrease with the sewer relining project being completed. He has shown the past three (3) years and it has fluctuated, so they used the average for the budget.

Bernice Wilson-Kube stated that the CPA has stated several times to Council that the water/sewer system needs to pay for itself. She does not think that raising the real estate tax should pay for the water system, and that instead we should raise the water bills. This is what the accountant has been telling Council to do.

***Tom Runnett made a motion to close the Public Hearing; Roy Payne seconded the motion. Motion passed 6/0 with none voting in the negative.***

***Approval of April 14, 2014 Council Meeting Minutes. Roy McGehee made a motion to approve the April 14, 2014 Council Meeting Minutes; Bernice Wilson-Kube seconded the motion. Motion passed 6/0 with none voting in the negative.***

***Approval of May Bills to Be Paid. Roy Payne questioned why so much money was spent on Farmer's Market when they were supposed to be making money themselves. It was listed incorrectly and falls under Beautification. William Thomas made the motion to approve the May Bills to Be Paid; 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.***

#### **Town Manager's Report:**

The sewer relining project is now completed. Sal reported that there will be one (1) more bill for the wrap up of this project and five percent (5%) will be held until the final meeting at the end of the month. The old school house is scheduled to be moved to the old maintenance shop on Thursday, May 22, 2014. The Personnel Committee had scheduled four (4) interviews for the Maintenance Worker Position on Wednesday, May 21, 2014. Tom Runnett had a request to have the trash truck be parked inside the old maintenance shop. Sal stated that he would do so.

#### **Town Attorney's Report:**

Mr. Maus had only one (1) addition to his report was that he conducted some research on the voluntary boundary adjustment to discuss later on in the meeting.

#### **Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Bernice Wilson-Kube reported that the Beautification Festival held in April was a great success. There were over thirty (30) vendors that participated and they had a great turnout.

**Budget & Finance Committee:** William Thomas reported they had several things they were requesting for the total budget which will be at the appropriate time in the meeting by the Town Manager.

**Building Committee:** Michael Warlick reported that the ice cream shop took over the Old Town Office and they had contracted with a local contractor to construct the addition of a deck costing \$27,000.00 which will have a ramp that will go down the parking lot. They have applied for the permit and things are in the works

**Cemetery Committee:** Roy Payne reported that the cemetery looks very nice and the field needed to be cut soon. Sal Luciano stated that this would be done by the end of May. He was concerned with the lamp lights that need to be moved plus a few other items. Sal Luciano stated that a thorough cleaning of the cemetery had been conducted and a large amount of items were removed. The gentleman buried at the cemetery that was a veteran who had no headstone was researched and the family had ordered one but it was never delivered and set. The funeral home has ordered another headstone and it will take six to eight (6-8) weeks to have it set in place. Also, name plates that had fallen off the columbarium had now been reaffixed.

**Economic Development Committee:** Bernice Wilson-Kube reported that a tentative ribbon cutting ceremony for Joe-Joe's and Mineral Shakes are in the works.

**Personnel Committee:** William Thomas reported that they had reviewed several applications and interviews were scheduled. Also, there was a closed session added to the agenda to discuss a personnel matter.

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

**Streets Committee:** Michael Warlick presented to Council a report. The streets had been swept and look good, but there were a few spots that may need some hand/shovel work that he would get with the Town Manager to discuss. There were gravel roads in need of new gravel; 10<sup>th</sup> Street has very large potholes and 6<sup>th</sup> Street, the gravel had cut a gully and washed onto St. Mary's. There are several graveled roads in the Town of Mineral that are proposed to be paved; 10<sup>th</sup> Street (1/10<sup>th</sup> of a mile); St. Mary's between 4<sup>th</sup> and 5<sup>th</sup> Streets (1/10<sup>th</sup> of a mile); 6<sup>th</sup> Street, one block between St. Mary's and Piedmont (1/10<sup>th</sup> of a mile) and Piedmont Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Streets (1/10<sup>th</sup> of a mile). Virginia Avenue had been contracted to be paved the week ending May 16, 2014. Sal Luciano would contact VDOT concerning the proposed roads to be paved put into the six year plan. A resolution may need to be written.

**Walton Park Committee:** Tom Runnett reported that the park had been cleaned up, but there are some limbs and other debris in the far corner that need to be cleaned up.

**Water & Sewer Committee:** Sal Luciano reported that 12,000 linear feet had been completed that Tri-State had proposed. There is a meeting scheduled for next week with Hunter Young and Tri-State. At that time there will be a list of laterals that had not been opened back up due to

vacant homes. Also, there will be a demonstration on how to tap into the relined lines because there is a new procedure. Once he is aware of what is needed, he will present it to Council at next month's meeting. Tri-State will have final tv footage along with written documentation and Hunter Young will present a map showing the areas that were relined plus the manholes that have been repaired. Tom Runnett stated that the worst sections were the last to be relined. Dean Rogers, Director of LCWA called him this week and stated that he noticed a difference with the reported 7 inches of rain this past week. It will take the next few months to see the outcome.

#### **OLD BUSINESS:**

**Traffic light at Mineral Avenue and First Street:** Sal Luciano reported that he contacted VDOT from last meetings request and passed along the concerns. Ricky Moore stated that this was previously recommended, but he would pass this request along to his supervisor. If it was less than five (5) years, he doubted VDOT would put the funds and the effort into the study. Mr. Moore stated that if Council wanted he would pass along the request again and Sal asked that he put in the request again. Mr. Moore sent the packet from the previous study to explain their reasons for denying the request the first time. Roy McGehee asked Sal if he would contact VDOT and ask if there was anyway VDOT could put some type of switch on the box because it continuously gets stuck; maybe when a deputy gets there he could flip the switch to make them go to all flashing red.

**¼ Mile Request to VDOT to Take into State Maintenance:** Sal Luciano stated that this needed to be tabled until further details are obtained.

#### **NEW BUSINESS:**

**Buckingham Branch Railroad Resolution Request:** This request is to add a side track behind the Farmer's Market where trains could come in and switch over to the side track, allowing other trains to utilize the track. Sal stated that that the passing track would be on the Mineral Depot side and extend up to Chopping Road 7,200 feet. It would not cross 1<sup>st</sup> Street on 522 where they are putting the new concrete panels. ***Roy McGehee made the motion to approve the Buckingham Branch Railroad Resolution Request; Tom Runnett seconded the motion. Motion passed 6/0 with none voting in the negative.***

**Election Location for Year 2018:** Mayor Harlowe stated that there was much confusion at this year's election at the Fire Department so she mentioned to the Election Board if Council could move the election location. The first place was at the Town Office, but after meeting with the officials from the Election Board it was recommended that Mineral Baptist Church be a better location. Once Council decides on the location, Chris Watkins would be contacted to complete some paper work. Council can make the location change now so everything would be ready in 2018 for the next election. There is not cost difference in changing the location. ***Tom Runnett made the motion to move the 2018 Election Location to the Mineral Baptist Church; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative.***

**Election Year 2018 Staggered Terms:** Mayor Harlowe stated that this would have to be at the election in year 2018 also. Everyone who had just recently been elected will hold the term for four (4) years. Council would need to make a decision if they want to go to staggered terms in 2018. Bernice Wilson-Kube suggested that this topic be tabled for thirty (30) days.

**Property for Voluntary Boundary Adjustment into The Town:** Jack Maus presented a report to Council in the process of a boundary adjustment. Council would have to reach an agreement with the County in changing the boundary lines. William Thomas stated that he would like written documentation of this request before going forward with this action. Mr. Maus stated that nothing formally can be done until the Town of Mineral and Louisa County reach an agreement to change the boundary and then it be presented to the Circuit Court. The course of action would be to have the property owner send the appropriate documentation requesting the voluntary boundary adjustment to Council. No action from Council at this time.

**Appointment to the Planning Commission:** Tom Runnett stated the Mr. Ed Jarvis agreed to serve on the Planning Commission. He has been moved from the Board of Zoning Appeals to the Planning Commission so there is now a vacant position on the Board of Zoning Appeals. Mr. Jarvis has to be formally replaced on the Board of Zoning Appeals before he can take his position on the Planning Commission. No action from Council at this time.

**Walton Park – Blue Grass Festival Application:** Tom Runnett stated that the application was in the process. Sal Luciano stated that the dates are July 17<sup>th</sup> – July 19<sup>th</sup> and parking would start the Saturday prior to the festival. The Walton Park Calendar has been blocked for these dates.

**Request from CVA Link:** Sal Luciano stated that CVA Link in Louisa has made a request to rent space on our water tower to place an antenna to send their signal out to give residents other choices as to who they use for their internet services. Sal stated that before any decisions are made regarding this, the company that maintains our water tower needs to be contacted first to inquire if there would be any issues. Bernice Wilson-Kube stated that Rappahannock Electric had one up there years ago and they rented the space but took it down because they deemed it not profitable. Sal would do more research on this issue if Council wanted. ***Tom Runnett made a motion to have the Town Manager pursue additional information on placing an antenna on the water tower and the monthly rental; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative.***

William Thomas stated that Council needed to go back over the budget and it needed to be done at this meeting. Those line items that would have fluctuation, Council may want to comment on, i.e. salary and some other areas that Council may want to change. William Thomas stated that he wanted to discuss salaries. The Budget & Finance Committee had not set any salaries, but what they had done was set aside five percent (5%). Sal Luciano stated at June's meeting there would be a breakdown of salary increases presented to Council. Tom Runnett questioned what the cost of living increase was for this year and William Thomas stated that he thought it was approximately 2.9%. Sal Luciano stated that in preparing the budget, that in looking at personnel salary rates, the committee wanted to work towards establishing a chart

scale, showing years of service to separate those personnel who have been here longer than others. Mayor Harlowe stated that personnel got a raise last year, giving an additional raise this year and increasing the real estate rate by 3 cents, she felt that the residents needed to be considered. She also felt that since employees just received a raise last year, there should not be a raise again this year and hold off on increasing the real estate tax. Roy McGehee stated that he agreed with giving the employees who have been employed for a longer period of time receiving an increase versus those new hires receiving an increase.

Mayor Harlowe called for a motion to adjourn into session. ***Bernice Wilson-Kube made the motion to adjourn into closed session; Tom Runnett seconded the motion. Motion passed 6/0 with none voting in the negative.***

***Jack Maus authorized Council to adjourn into closed session to discuss a personnel matter under VA Code 2.2-37 11A1.***

***Tom Runnett made the motion into adjourn from closed session; 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***

***Pam Harlowe/YES***

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

***William Thomas/YES***

***Bernice Wilson-Kube made a motion to adjourn the meeting; Michael Warlick seconded the motion. Motion passed 6/0 with none voting in the negative.***

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Pamela Harlowe, Mayor

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Ti-Lea Downing, Town Clerk

