



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  
November 10, 2014  
7:00pm

**COUNCIL MEMBERS:**

Pam Harlowe, Mayor; Michael Warlick, Vice-Mayor; Doswell Pierce; Tom Runnett; Roy McGehee and William Thomas

**ABSENT:**

Bernice Wilson-Kube

**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 Michael Warlick gave the invocation.

Stephen Wunsh presented the Audit Report to Council Members. He also presented Council with his proposed contract for next year's audit services. **William Thomas made a motion to approve the contract for Stephen Wunsh's audit services for next year; Tom Runnett seconded the motion. Roll call was taken.**

**Doswell Pierce/YES**

**Tom Runnett/YES**

**Roy McGehee/YES**

**William Thomas/ YES**

**Michael Warlick/YES**

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

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

Sal Luciano had an addition to the agenda under **NEW BUSINESS**: A deed for an alley way for Mr. Byrd. ***Tom Runnett made a motion to approve the agenda as amended; Michael Warlick seconded the motion. Motion passed 5/0 with none voting in the negative.***

**Approval of the October 12, 2014 Minutes:** ***Tom Runnett made a motion to approve the October 12, 2014 Minutes; Roy McGehee seconded the motion. Motion passed 5/0 with none voting in the negative.***

**Approval of November Bills to Be Paid:** ***Tom Runnett made a motion to approve the November Bills to Be Paid; William Thomas seconded the motion. Roll call was taken.***

***Doswell Pierce/ YES***

***Tom Runnett/ YES***

***Roy McGehee/ YES***

***William Thomas/ YES***

***Michael Warlick/YES***

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

**Town Manager's Report:** Sal Luciano furnished a written report. Doswell Pierce questioned if holes were drilled into the floor of the old town office for the new electrical receptacle and the new water line. Sal Luciano stated that there were holes drilled in the floor. He also noted that the receptacle and the water lines were completed at no cost to the Town. Michael Warlick stated that the holes could be repaired when the tenant vacated the property.

Mayor Harlowe questioned the railroad crossing repairs and Sal Luciano stated that he had been in contact with them and they are anticipating repairs to begin the first week of December and will need to have the road shut down for a day. He stated that they would give us notice of the closing date and he would also get with Jamie Glass from VDOT to look at the gravel run off before paving begins. VDOT will contact LCPS for the road closures and detours.

**Town Attorney's Report:** Mr. Maus furnished Council with a written report. The lien for the Sacra property had been filed so that the Town could recoup money from the proceeds of the sale. He had also filed the petition with the Circuit Court for Council to be trustees of the Woodlawn Cemetery. Once the publication is received from the court, he will forward it to Sal Luciano for the ad in the Central Virginian.

## **Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** William Thomas reported that the plans for the Annual Tree lighting Ceremony and the Family Dollar Open House were in progress. Sal Luciano stated that the winter beautification started with the maintenance men planting winter hardy pansies at the Town of Mineral signs, spreading fresh mulch at the Town Office and around all the tree rings in Town. Once completed in Town, they will move on to the cemetery and put down fresh mulch there as well.

The Annual Tree Lighting Ceremony this year will be with the Mineral Historical Foundation. They are very happy to have these two events combined in hopes of drawing a larger gathering. The event is scheduled for Sunday, December 7, 2014 starting at 4:00 p.m. at the Old Mineral Baptist Church for their program which will last approximately 45 minutes and then there will be a lit pathway down to the corner of Louisa Avenue and E. 1<sup>st</sup> Street, where the Town will conduct their Annual Tree Lighting Ceremony around 5:00 p.m. Afterwards, refreshments will be served at the Mineral Fire Department. We have placed an ad in the Community Calendar section of the Central Virginian for two (2) consecutive weeks, handed out fliers to all local businesses to advertise and put a notice on this month's water/sewer bills. The refreshments will be a combined effort with the Historical Foundation and us providing cookies, subs, hot and cold drinks.

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

**Building Committee:** Michael Warlick reported that he received a few quotes for the upgrading of the electrical panel at the Old Town Office. ***William Thomas made a motion to proceed with the upgrade of the electrical panel box at the Old Town Office to the lowest bidder; Michael Warlick seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGeHee/NO***

***William Thomas/YES***

***Michael Warlick/YES***

***Motion passed 4/1 with Roy McGeHee voting in the negative.***

**Cemetery Committee:** Tom Runnett reported that it is time to clean up for the winter months. Sal Luciano stated that there were a few headstones that were leaning and Ti-Lea Downing worked with Foster's to have them straightened at labor's cost.

Doswell Pierce stated that the headstone for Mr. Johnson was sent back because the family could not pay for it, but it will be placed soon. William Thomas questioned moving of the Rowe monument; Sal Luciano stated that he was waiting for approval from the Mineral Baptist Church before it would be moved.

**Economic Development Committee:** Mayor Harlowe stated that the Family Dollar ribbon cutting ceremony would take place on Saturday, November 15, 2014 at 9:00 a.m. and would serve as their grand opening as well. Sal Luciano stated that the Central Virginian along with Stephanie Koren had been notified.

**Personnel Committee:** Tom Runnett reported that it would be discussed in a closed session.

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

**Streets Committee:** Michael Warlick reported that he had a list of potholes for repair in the Town and Ti-Lea Downing stated that it had already been submitted to VDOT. Sal Luciano stated that VDOT would be painting a white line in front of Gibson's Garage and would be installing a sign at the entrance into the Town Square that reads: "DO NOT BLOCK THE DRIVEWAY".

A winter project for the maintenance men this year will be to pull out all the street signs, insert a sleeve into the ground and put the pole into the sleeve to hold the pole to prevent the signs from leaning.

William Thomas questioned if we had any designated crosswalks to allow pedestrians to cross the streets. Sal Luciano stated that he had requested this to the Thomas Jefferson Planning District, as they have some funds available but they had not responded as of yet. The crosswalks would be from Lee Street across to the Mineral Farmer's Market, a four (4) way crosswalk from the Exxon Station to Mineral Shakes to Sabor A Mexico to the VFW and back to the Exxon Station and possibly another from 5<sup>th</sup> Street across to the Family Dollar Store.

**Walton Park:** Tom Runnett had no report.

**Water & Sewer Committee:** Tom Runnett requested Sal Luciano to address the manhole inserts. He stated that we were on target with the monthly bills that were coming in from LCWA. There was a plug installed in the manhole behind the Family Dollar Store that is no longer being used, but was determined to leave it there for future

development. Sal stated we were looking at purchasing a special lid that sits inside the manhole below the lid to catch the water coming in from the top. The maintenance men are in the process of replacing water meters that are old and damaged, fifteen (15) meters had been replaced to date. Any meters that are over 1 million gallons will be replaced due to inaccurate readings. We have depleted most of our stock, so we will need to replenish it to continue with the process. This will be another winter project for the maintenance men to complete.

**OLD BUSINESS:**

**Electric Panel at Mineral Shakes:** No further discussion on this item.

**Woodlawn Cemetery - Trustees:** Mr. Maus filed the appropriate paperwork. Tom Runnett stated that the only expense after the publication costs would be a survey. His recommendation would be that when the survey is done on the cemetery, look at the timber plan to clean up the streets, mark them and put those funds from the timber sale back into the general fund to pay for the survey. Doswell Pierce stated that when we are ready to clean up the cemetery, contact the VFW as they have a Boy Scout troop that might be willing to help to earn their badges.

**CVA Broadband:** Sal Luciano introduced Brian Gilberth from CVA Link to answer any questions Council had. Sal and Brian met a few weeks ago and basically there was not much value offering citizen available Wi-Fi at the ball field or Walton Park. The other offering was to have back up internet service here at the Town Office. Currently we pay Verizon for our internet back up and Mr. Gilbreth looked at our setup and is willing to furnish the equipment, hook up and support as our internet back up if Comcast would happen to go down which would allow us to cancel Verizon to save some money. Also, he is willing to provide Wi-Fi availability here in the Town Office; he can limit how far it would be broadcasted. We would be allowing him to install an antenna on our water tower which sends a signal where ever the hardware is located. He would offer it to town residents and businesses if they so choose to use CVA Link. There would be no cost on our part. This would not take place for approximately 6-10 months for installation of the antennae on our tower as he had several towers ahead of us. ***Tom Runnett made a motion to enter a five (5) year contract with CVA Link and CVA Link will become our internet backup provider in consideration for use of our water tower; Doswell Pierce seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

**NEW BUSINESS:**

**Resolution for the Shared Use Path:** Sal Luciano reported that he had more information on the resolution and wanted to verify that everyone had the same understanding. Council was presented with the option to join Louisa County in the shared use path. The initial document that Council voted on and signed was to pay ten (10) percent and Louisa County pay ten (10) percent of the twenty (20) percent match which was for the pre-engineering study. After the pre-engineering study, we were to be informed if this project was feasible or not and given the actual cost. At that time, Council would vote again and adopt another resolution agreeing to pay another ten (10) percent of the actual cost of the project.

Sal Luciano spoke with April Lowe at the County and she stated that VDOT had extra funds this year and suggested that these funds be allocated for the entire project now or they would have to return them. The concern was if we pay the ten (10) percent now and the pre-engineering study comes back that it is not a feasible project, we had thrown away money. The other concern would be if the actual cost comes back higher than originally planned and the Town did not have the funds available. She informed Sal that if that would be the case, the County would probably not do the project either. VDOT felt that these bids were on the high end and would probably come in lower.

If Council signed the resolution and agreed to pay the ten (10) percent of the entire project, it would go out for pre-engineering bid, they would accept the bid and complete the pre-engineering study. The county would get billed on the pre-engineering study, pay the entire amount and invoice the Town for the ten (10%) percent owed. The County would manage the project, pay the invoices as they come due, bill the Town of Mineral for our share and VDOT would reimburse the County. The approximate start date for this project would be the first part of winter 2015. Sal Luciano stated that this project was not budgeted for this year, but if it fell within the following year's budget, the Finance Committee could make a project line item for this project. Tom Runnett suggested that someone from VDOT come in to talk to Council before any decisions were made. He also stated that Council had already adopted a resolution to pay ten (10%) percent of the pre-engineering study.

***William Thomas made a motion to reject this contract as stated; Doswell Pierce seconded the motion. Roll call was taken.***

*Doswell Pierce/YES*

*Tom Runnett/NO*

*Roy McGehee/NO*

*William Thomas/YES*

*Michael Warlick/NO*

*Vote was 2/3 with Tom Runnett, Roy McGehee and Michael Warlick voting in the negative to NOT REJECT the contract as written.*

**Friday, December 26, 2014:** Sal Luciano stated that DMV notified the office that the Governor had declared the day after Christmas a state holiday. Louisa Town Office was questioned if they would be open or not and Brain Marks was not certain. All DMV Offices will be closed and if we remain open we have no support from Richmond. ***Roy McGehee made a motion to close the Town of Mineral and the Mineral DMV Select Offices on Friday, December 26, 2014; Doswell Pierce seconded the motion. Roll call was taken.***

*Doswell Pierce/YES*

*Tom Runnett/YES*

*Roy McGehee/YES*

*William Thomas/YES*

*Michael Warlick/YES*

*Vote was 5/0 with none voting in the negative.*

**Water Service Agreement with LCWA:** Sal Luciano reported that an agreement was signed with the LCWA in 2002 to provide us with water and sewer. At that point in time there was a rate commission that determined the rate. There is no longer a rate commission so they want Council to sign a new contract. Mr. Maus and Sal both looked over the contract and wanted specific concerns addressed; these concerns were not addressed. Sal spoke with Pam at LCWA and requested that he be put on the agenda for the water authority board meeting and have these concerns addressed before the new contract is signed. If there any other concerns that Council would like for him to address, please email them to him.

**Walton Park:**

Doswell Pierce stated that Walton Park was a large asset to the Town of Mineral and has been a part of the community for several years. Payton Noel played a large part in establishing Walton Park and had done more for the Town than anyone he knows. He presented a letter from Jimmy Dodd requesting that Payton Noel's name be added to Walton Park. ***Doswell Pierce made a motion to add Payton Noel's name to Walton***

**Park; Tom Runnett seconded the motion.** Mayor Harlowe opened this up for discussion. Michael Warlick questioned how to add Payton Noel's name to the park and Doswell Pierce stated that it could be added in any combination. William Thomas stated that changing a name of an established location would possibly cause confusion. Michael Warlick suggested instead of a name change, possibly some form of a memorial for Mr. Noel that would explain the history. **William Thomas made a motion to table this topic for thirty (30) days to give a substantial amount of consideration. Motion died due to no second.**

**Mayor Harlowe called for a vote on Doswell Pierce's motion to add Payton Noel's name to Walton Park.**

**Doswell Pierce/YES**

**Tom Runnett/YES**

**Roy McGehee/NO**

**William Thomas/NO**

**Michael Warlick/YES**

**Vote was 3/2 with Roy McGehee and William Thomas voting in the negative to rename Walton Park adding Payton Noel's name.**

Mayor Harlowe requested that a letter from the family stating that they have no problems with the name changing of Walton Park be received before anything was done. Doswell Pierce stated that he was told Mary Lou Dickinson and the fire department had no problems with this.

**Code Section for Meals Tax:** Sal Luciano stated that there is a code section that stated meals tax was to be used for water and sewer. The meals tax had increased with the new businesses that have come into the Town. He would like for this revenue to go into the general fund and be used for different appropriations as needed. This would be a code change. **Tom Runnett made a motion to change the meals tax income to go into the general fund from the water and sewer fund beginning July 1, 2015; William Thomas seconded the motion. Roll call was taken.**

**Doswell Pierce/NO**

**Tom Runnett/YES**

**Roy McGehee/NO**

**William Thomas/YES**

**Michael Warlick/YES**

**Motion passed 3/2 with Doswell Peirce and Roy McGehee voting in the negative.**

**Fence around pools:** Mayor Harlowe stated that the Town had no codes regarding fencing around swimming pools. Louisa County does have a code, but it is not enforced. Sal Luciano stated that adding this code would not be a problem; it is the enforcing of the code that is the issue. This topic was tabled for thirty (30) days to allow Sal Luciano time to do more research.

**Resolutions for Jimmy Dodd and Albert Gutekenst:** Sal Luciano presented copies of the resolutions and questioned if there is anything missing. ***William Thomas made a motion to approve the Resolutions for Jimmy Dodd and Albert Gutekenst; Tom Runnett seconded the motion. Vote was 5/0 with none voting in the negative.***

**Request for a deed for an alley that was closed from Mr. Byrd:** Sal Luciano stated that Mr. Byrd would like to have the alley through his parking lot deeded to him for a possible addition. Mr. Maus read a section of code pertaining to this request. ***William Thomas made a motion to deed this alley to Mr. Fred Byrd; Tom Runnett seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGeHee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

Jack Maus will prepare the deed for this transaction and Sal Luciano will contact Mr. Byrd and inform him of Council's decision.

Doswell Pierce requested that he would like to have a list of all alleys and streets in town that have been closed and give it to the Planning Commission for use in their preparation of the comprehensive plan.

***Tom Runnett made a motion to adjourn in to closed session; Roy McGeHee seconded the motion.***

***Mr. Maus authorized Council to adjourn into closed session under VA Code Section 2.2-3711 A1.***

***Certification that only what was announced was discussed.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGeHee/YES***

***William Thomas/YES***

***Pam Harlowe/YES***

***Michael Warlick/YES***

Mayor Harlowe stated that Sal Luciano would be receiving a five (5%) percent raise effective with the payroll ending November 28, 2014. ***Tom Runnett made a motion to increase the Town Manager's salary by five (5%) percent effective payroll ending November 28, 2014; Michael Warlick seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

***Tom Runnett made a motion to adjourn the meeting; Roy McGehee seconded the motion. Motion passed 5/0 with none voting in the negative. Meeting adjourned.***

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***Pamela Harlowe, Mayor***

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***Ti-Lea Downing, Clerk***