



Town of Mineral  
Post Office Box 316  
312 Mineral Avenue  
Mineral, VA 23117  
Phone 540-894-5100 Fax 540-894-4446  
www.townofmineral.com email: mineral@louisiana.net

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  
October 14, 2014  
7:00pm

**COUNCIL MEMBERS:**

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

**ABSENT:**

Sal Luciano, Town Manager

**STAFF MEMBERS:**

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 gave the invocation. She stated that she would proceed with the meeting until Delegate Peter Farrell arrived for his presentation.

**Mayor Harlowe asked if there were amendments and/or additions to the Agenda:**  
***William Thomas made a motion to approve the Agenda as written; Roy McGehee seconded the motion. Motion passed 6/0 with none voting in the negative.***

**Approval of the September 8, 2014 Minutes:** ***Tom Runnett made a motion to approve the September 8, 2014 Minutes; Doswell Pierce seconded the motion. Motion passed 6/0 with none voting in the negative.***

**Approval of October Bills to Be Paid:** Doswell Pierce questioned the bill from eCode 360 in the amount of \$1,195 if this was an annual charge because the change to the Town Code that was done over a year ago had not been changed on the Town's webpage. Bernice Wilson-Kube stated that changes to the Town Code had to be submitted before anything else could be done. Jack Maus stated that eCode 360 charges annual fees as well as a fee for each individual submission. Mr. Maus stated that he would take care of this situation. ***Tom Runnett made a motion to approve the October Bills to Be Paid; Roy McGehee seconded the motion. Roll call was taken.***

***Doswell Pierce/ YES***

***Tom Runnett/ YES***

***Roy McGehee/ YES***

***William Thomas/ YES***

***Michael Warlick/YES***

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

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

**Town Manager's Report:** Sal Luciano furnished a written report. Doswell Pierce questioned the VDOT application the Town Manager submitted for a left hand turning lane in front of the Mineral Town Square. Mr. Pierce felt that it would make the situation worse. Bernice Wilson-Kube stated that this request to VDOT had never been approved thus far.

**Town Attorney's Report:** Mr. Maus furnished Council with a written report. He stated that there were two (2) items on this report that he was working on: Comcast, he was still waiting on Paul Combs to return his call. The other item was Woodlawn Cemetery where he had drafted the complaint to the Circuit Court to appoint Council members as trustees and drafted the order of publication which he would file in the next few days. While the complaint would only cost \$29.00 and court costs, because the trustees and/or the successors are unknown, a Certified Order of Publication had to be published in the local paper for four (4) consecutive weeks which would be costly. Mayor Harlowe stated that Council had a list of the trustees, which all are now deceased and Tom Runnett verified that there were no successors ever named.

Mr. Maus also reported that he sent the court order for the change in the Board of Zoning Appeals to Sal Luciano and Ti-Lea Downing, so the two (2) new members can be sworn in, everything is good to go. Mayor Harlowe requested Tom Runnett contact both individuals with the information on getting sworn in.

Doswell Pierce stated that he noticed the under Standing Committee Reports, Budget & Finance Committee was omitted.

William Thomas stated that Mr. Morgan had not made much progress with the old elementary school. Mr. Maus stated that if it was the Council's pleasure he would take this issue back in front of the Judge. Mayor Harlowe stated that she felt Council should have the Town Manager do one more inspection; report back to Council and then a decision would be made as to how to proceed. Michael Warlick stated that there is a perspective buyer for this property and it was his understanding that the deal is with the appropriate attorneys.

Delegate Peter Farrell spoke to Council on several issues.

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

**Budget & Finance Committee:** William Thomas reported that each Council member had a written proposal in front of them that Doswell Pierce had been working on along with Sal Luciano.

Doswell Pierce addressed Council of the following proposal:

***Once Council approved the budget and appropriated the funds; the Town Manager would have the authority to allocate monies from one line item of the budget to another up to a \$5,000.00 limit. He cannot add any funds to the budget, he can only use what Council had already approved and appropriated. If there were any monies allocated from one line item to another, the Town Manager would need to contact the Budget & Finance Committee and inform them prior to the next month's Council meeting.***

***If necessary, the Town Manager can go before the Budget & Finance Committee and the Budget & Finance Committee can approve moving monies up to \$10,000.00 from one line item of the budget to another. Then at the next regular council meeting, the Budget & Finance Committee would inform Council what monies were reallocated from one line item of the budget to another.***

***If there would be anything over \$10,000.00, Council would have to approve the allocation before anything can be done.***

***Any funds that are added to the budget need prior approval of Council before the funds can be added. If it is over one percent (1%), a public hearing needed to be held first before Council's approval.***

**Tom Runnett made a motion to adopt the Budget & Finance Committee's proposal as written; William Thomas seconded the motion. Roll call was taken**

**Doswell Pierce/YES**

**Tom Runnett/YES**

**Roy McGehee/YES**

**William Thomas/YES**

**Michael Warlick/YES**

**Bernice Wilson-Kube/YES**

**Motion passes 6/0 with none voting in the negative.**

William Thomas reiterated that all the reserve was used for the sewer project; therefore spending needs to be very minimal this year.

**Beautification/Anti-Litter Committee:** Mayor Harlowe stated that the Annual Tree Lighting Ceremony had been set for December 7, 2014. The time had not been established yet, but normally it would be around 5:00 p.m. Tom Runnett reported that there was a letter from the owner of Pets Unlimited pertaining to the tree that is in front of his store and his concerns on this issue. Tom Runnett would like to have the tree trimmed first and see how this works before it is removed. **Bernice Wilson-Kube made a motion to have the trees in front of Pets Unlimited and the VFW trimmed first before removing them; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative.**

**Building Committee:** Michael Warlick reported that the concrete step at the rental property was to be larger, but at the time the concrete was being poured, it was determined that it would cover up the lid to the septic tank. He suggested that this be looked into to determine if the sewer line could be tied in with the sewer system. He also stated that the electrical panel box needed to be upgraded to accommodate a coffee machine that required 240 volts. With all the equipment the owner runs with the current panel box, it would not allow an additional 240 volt circuit. Michael Warlick felt that since we are the landlords of this rental property and with the monthly rental income we are receiving, it is our responsibility to maintain the property. He proposed that he obtain three (3) estimates on upgrading the panel box and pick the lowest estimate.

William Thomas stated his concern is the amount of money that had already been spent on remodeling this property and he proposed that the cost be divided between the tenant and the landlord.

***Bernice Wilson-Kube made a motion to upgrade the electrical panel box at the rental property; Michael Warlick to get three (3) estimates on doing this work; he email all council members with the three (3) estimates and Council approve the lowest estimate. Michael Warlick seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Tom Runnett/NO***

***Roy McGeHee/NO***

***William Thomas/YES***

***Michael Warlick/YES***

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

***Motion passed 4/2 with Tom Runnett and Roy McGeHee voting in the negative.***

**Cemetery Committee:** Tom Runnett requested Mr. Maus to explain the complaint that he would be submitting to the courts on behalf of council members to become trustees and/or maintain the Woodlawn Cemetery. Tom Runnett also stated that adjacent to the cemetery there is a small town park, approximately a quarter of a block and some unopened roads that the Town owns. His suggestion was if we clean up the cemetery, we also clean up the park property as well. Doswell Pierce questioned if we would be eligible for any type of state funds since there is a confederate war soldier buried there. Ti-Lea Downing was requested to call the Town of Louisa and inquire if they receive any funding since their cemetery has a confederate soldier buried there. ***William Thomas made a motion to proceed with Mr. Maus filing the complaint with the circuit courts to become trustees and/or maintain the Woodlawn Cemetery; Tom Runnett seconded the motion. Roll call was taken***

***Doswell Pierce/YES***

***Tom Runnett/YES***

***Roy McGeHee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

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

**Economic Development Committee:** Bernice Wilson-Kube had no report. She questioned if there was an actual date for the opening of the Family Dollar Store and Mayor Harlowe stated that they were waiting on shelving and it would hopefully be mid-November.

**Personnel Committee:** Tom Runnett had no report.

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

**Streets Committee:** Michael Warlick stated that the patch work for the water leaks had been done. Mayor Harlowe reported that there was a pot hole at First and Mineral Avenue. Williams Thomas requested that the maintenance men clean out the covert drains to reduce backup with all the recent rain water. Bernice Wilson-Kube reported that the street sign at Mineral Avenue and First Street was leaning over. Ti-Lea Downing stated that she would have the maintenance men fix it. Michael Warlick requested that that maintenance man continue to sweep the street in front of Mineral Shakes and the new bakery because the gravel continues to filter down from the railroad crossing during heavy rains. Mayor Harlowe requested that anyone who sees the railroad crossing repair beginning to please contact the town office so that it can be posted on the Town's webpage.

**Walton Park:** Tom Runnett reported that the Fall Festival would be taking place this weekend.

**Water & Sewer Committee:** Tom Runnett reported that there was an update in the packets on the situation with the sewer backup at 203 E. Lee Street. The recommendation from the committee was to reimburse the church for all charges with the exception of Roto Rooter because they would have needed to have the roots cut out of their line even if Tri-State had opened the lateral. We have the option to contact Tri-State to seek reimbursement for the charges for Melvin Henson, Duane Dunivan and Central VA Contractors. Sal Luciano was taking care of this situation. It was Tri-State's decision to not open this lateral, not the Town's

#### **OLD BUSINESS:**

**CVA Link Broadband Proposal:** Tom Runnett advised that he spoke with Mayor Garland Nuckols of the Town of Louisa and they have permitted CVA Link to put an antenna up on their water tower with no expense. Tom Runnett suggested that Brian Gilbreth be asked if he could switch the Town's back-up internet from Verizon to CVA Link without having our IT man come out and set it up. This issue will be tabled until the next council meeting.

**Resignation Letter from Mr. Dodd from the Planning Commission:** Tom Runnett stated that by the end of October the Planning Commission will still need one (1) more member and the Board of Zoning Appeals will be set. ***Roy McGeHee made a motion to do Resolution Letters of Appreciation for Jimmie Dodd and Albert Gutekenst; William Thomas seconded the motion. Motion passed 6/0 with none voting in the negative.***

**NEW BUSINESS:**

**New Location for the Plaque for Jason Rowe:** Tom Runnett stated that this is over at the Mineral Historical Foundation and since we have a beautiful Town Municipal Building it should be brought home. It was recommended that it be place along the tree line facing the building. Sal Luciano will contact the Mineral Historical Foundation and coordinate with the maintenance men the moving of this plaque.

Doswell Pierce stated that the POW chair cover had been ordered and there would be a 3X5 POW flag to go under the American Flag as well.

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

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**Pamela R. Harlowe, Mayor**

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**Ti-Lea Downing, Clerk**