



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  
April 13, 2015  
7:00pm

**COUNCIL MEMBERS:**

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

**ABSENT:**

Tom Runnett

**STAFF MEMBERS:**

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

**PUBLIC:**

John Harvey, The Central Virginian

Mayor Harlowe called the meeting to order at 7:00 p.m. and a moment of silence was observed.

Mayor Harlowe opened the Public Hearing on closing the alley for Hank Staudinger. No public attended. ***Roy McGeHee made a motion to close the alley behind Hank Staudinger's property; William Thomas seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGeHee/YES***

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

***Michael Warlick/YES***

***William Thomas/YES***

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

Jack Maus will prepare the ordinance and the deed on this issue; as well as the deed for Mr. Byrd.

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

***William Thomas made a motion to approve the Agenda as written; Doswell Pierce seconded the motion. Motion passed 5/0 with none voting in the negative.***

**Approval of the March 11, 2015 Minutes:** ***Michael Warlick made a motion to approve the minutes as written; William Thomas seconded the motion. Motion passed 5/0 with none voting in the negative and Roy McGeHee abstaining.***

**Approval of April Bills to Be Paid:** ***Roy McGeHee made a motion to approve the April Bills to Be Paid; William Thomas seconded the motion. Roll call was taken.***

***Doswell Pierce/ YES***

***Roy McGeHee/YES***

***William Thomas/ YES***

***Michael Warlick/YES***

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

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

**Town Manager's Report:** Sal Luciano submitted a written report to Council. Michael Warlick questioned if all the repairs to the streets were completed and Mr. Luciano stated yes. William Thomas commented on the water leaking from the dam on Old Tolersville Road and under cutting the road; Mr. Luciano stated that he would contact VDOT and have them come look at the road. Mr. Thomas stated that he was also concerned with the large trucks using Old Tolersville Road and coming back up into the Town.

**Town Attorney's Report:** Jack Maus submitted a written report. Michael Warlick questioned the date of the hearing for Mr. Morgan. Mr. Luciano stated that it was at 1:30 p.m. on May 29, 2015. Roy McGeHee questioned the status of Woodlawn Cemetery and Mr. Maus stated that Judge Saunders would not appoint the Council as Trustees, but he would allow it to be cleaned up. Mayor Harlowe questioned who could give the authority for Council to be Trustees. Mr. Maus reiterated that there was a provision state law that allowed the Court to authorize persons to go in and do general maintenance. He also stated that there was no time frame of having the Court grant permission to do general maintenance on the cemetery.

## **Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** William Thomas reported that the Beautification Festival and the Opening Day for the Mineral Farmer's Market will be held on the same day, May 2, 2015 at Walton Park.

**Budget & Finance Committee:** William Thomas reported that Doswell Pierce had taken a tremendous interest in preparing the 2016 Budget along with the Town Manager.

**Building Committee:** Michael Warlick reported that he did an inspection of the old town office building and the porthole hatch was crooked and he corrected the problem. Also, caulking needed to be put around the Bilco door to the basement. Sal Luciano stated that the maintenance men will take care of that.

Sal Luciano stated that the carbon monoxide detectors were reporting high readings in the new town office a few months ago. He called the fire department to come in and check with their meters; nothing was found. Normally when the CO reading reaches the 800 level, vents are to open to bring in fresh air. It would be costly to replace all three (3) detectors; so Wayne's Heating & Cooling will be revamping the system to allow vents to open/close more frequently based on the square footage of the building and then replace the complicated detectors with simple, inexpensive detectors. Mr. Luciano priced out this procedure out with three (3) other HVAC companies and Wayne's Heating & Cooling were the lowest bid.

**Cemetery Committee:** Sal Luciano reported that the cleanup ad ran in the Central Virginian; everything that was in the shed was taken to the dump. The maintenance men removed items that remained after April 1, 2015 and moved them to the shed. He stated that he did have a call regarding items being stolen from the cemetery. Roy McGehee confirmed that he had received a similar call and requested that we have the cemetery patrolled.

Mr. Luciano stated that he received prices on gravel. There was \$10,000 currently budgeted. The prices came from the company that performed the work in 2006, Rhoades Paving and from Barton & Boyd. The first quote from Rhoades Paving was for a single layer of tar & chip @ \$14,875.00; two (2) layers of tar & chip @ \$25,420.00. The second quote from Barton & Boyd was for (2) layers only @ \$31,145.00. His recommendation would be to go with the single layer for \$14,875.00 from Rhoades Paving. Michael Warlick questioned if it would be beneficial to get a third bid. Mr.

Luciano stated that we currently budgeted \$10,000.00 which would not cover the project, but the 2016 budget line item for \$6,000.00 was added so between both the cost would be covered. ***William Thomas made a motion that we proceed with the bid of a single layer of tar & chip from Rhoades Paving at the cost of \$14,875.00; Doswell Pierce seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

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

**Economic Development Committee:** Bernice Wilson-Kube had no report. She stated that she contacted the Town Manager regarding the renovations at the old Allstate Building. Mr. Luciano stated that he had spoken with Matthew Byrd and his plan was to renovate the building for office spaces. Mayor Harlowe stated that the building by Mineral Shakes was for rent.

**Personnel Committee:** Michael Warlick stated that personnel items would be discussed in closed session.

**Police & Legal Matters Committee:** No report.

**Streets Committee:** Michael Warlick reported a list of potholes that needed to be repaired had been given to Ti-Lea Downing. Also, the street sign at 1<sup>st</sup> & Mineral Avenue is leaning. Sal Luciano stated that replacing all the street signs along Mineral Avenue was a project he is working towards. Sal Luciano stated that a few months ago Council voted and approved replacing some of the trees along Mineral Avenue; in case anyone questions this when the maintenance men start the project.

**Walton Park:** Bernice Wilson-Kube had no report. Sal Luciano stated that the maintenance men did some power washing and put out the picnic tables. He also stated that Tom Runnett gave someone permission to cut down dead trees. The stumps are still there and will be removed soon.

**Water & Sewer Committee:** Sal Luciano stated that at the last meeting Council voted on spending up to \$1,000.00 to look at revamping the wells; this is not going to happen. The wells no longer meet the Health Department requirements. The spring will never come back online, so he would like to discontinue electrical service there. Once the water leak was found over on 7<sup>th</sup> Street, the water tower is back to normal.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Electric at the Old Maintenance Shop:** Sal Luciano stated that Tom Runnett wanted the trash truck moved inside to the old maintenance shop, but we have no electricity. Also, Wise Recycling, who rents the building for their recycling business on Saturdays, during the winter months they had problems with their computers shutting down because it was too cold. Wise Recycling verbally stated that they would pay the electrical bill and he would get a written agreement with them to do so. He received two (2) electrical bids to run power to a new electrical box inside, install four (4) new receptacles and run another line into the other bay to plug the trash truck. Griffin Harper came back with the lowest bid for this project at \$2,100.00. ***William Thomas made a motion to have Dominion Virginia Power set a new meter and retain Griffin Harper as the electrical contractor to complete this project for \$2,100.00; Roy McGehee seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

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

**Planning Commission Request:** Sal Luciano reported that at the March 18, 2015 Planning Commission meeting, Mr. Will Cockrell of TJPDC met with members and offered TJPDC's assistance in preparing the five (5) year comp plan for the Town of Mineral. The Planning Commission decided that they would welcome the assistance offered and would also like some tools to aide them along with this process. Their request to Council was \$7,500.00 from the current budget to obtain maps of the water/sewer system, maps of the streets and to cover expenses from TJPDC for their assistance. Council raised questions as to what TJPDC actually did in assisting in the comp plan and Mr. Luciano stated that they would guide the Planning Commission members in utilizing a tiered program and develop all the census surveys that needed to be updated. ***Bernice Wilson-Kube made a motion to table this request for thirty (30) days and request that the Planning Commission Chairperson attend the next scheduled Council meeting to address their request and explain what the tiered program; William Thomas seconded the motion. Motion passed 5/0 with none voting in the negative.***

**Maintenance Truck:** Sal Luciano reported that for two (2) years on the budget under Capital Improvements, a new maintenance truck and a new lawnmower were allocated. Last year we finally purchased a new mower, but we never researched purchasing a new/used maintenance truck. The past couple of months the white maintenance truck had been having a lot of repair issues and now the transmission is starting to slip. We do not want to be in the position of the truck breaking down. Sal Luciano started researching the possibility of purchasing a new/used truck. He researched the state contract price through Kip Killmon Ford, but discovered that was for new vehicles; there are no new trucks under \$20,000.00. ***William Thomas made a motion to allocate spending up to \$20,000.00 for a new/used maintenance truck at the Town Manager's discretion; Michael Warlick seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

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

**Budget:** Doswell Pierce stated that this budget is based on water/sewer rates, personal property and real estate rates remaining the same. Mr. Luciano did a quick overview with a few changes between the 2015 and the 2016 budgets.

Mayor Harlowe called for a motion to adjourn into closed session. ***Bernice Wilson-Kube made a motion to a motion to adjourn into closed session to discuss personnel salary raises and possible litigation; Michael Warlick seconded the motion. Motion passed 5/0 with none voting in the negative.***

***Mr. Maus authorized Council to adjourn into closed session to discuss personnel salary raises under Virginia Code Section 2.2-3711 A1 and to discuss possible litigation under Virginia Code Section 2.2-3711 A7.***

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

***Doswell Pierce/YES***

***Tom Runnett/YES***

***William Thomas/YES***

***Pam Harlowe/YES***

***Michael Warlick/YES***

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

***Doswell Pierce made a motion to approve the 2016 Budget for advertising for the Public Hearing at the next Council Meeting on May 11, 2015 with the same tax rates and water/sewer rates; Bernice Wilson-Kube seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

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

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

***Bernice Wilson-Kube made a motion to promote Jerry Mills to Superintendent of Maintenance effective July 1, 2015 with a new job description to be written by Sal Luciano; William Thomas seconded the motion. Roll call was taken.***

***Doswell Pierce/YES***

***Roy McGehee/YES***

***William Thomas/YES***

***Michael Warlick/YES***

***Bernice Wilson-Kube/Yes***

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

***Michael Warlick made a motion to adjourn the meeting; Bernice Wilson-Kube 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***