



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  
January 9, 2017  
7:00pm

**COUNCIL MEMBERS:**

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

**STAFF MEMBERS:**

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

**ABSENT:**

Roy McGhee

**PUBLIC:** Stephanie Koren, ED Reed, Mr. Wunsh, and Joseph Haney

Pam Harlowe opened the meeting with the invocation.

**No Public Comments**

**Audit Report:** Mr. Wunsh gave a brief overview of the 2015/2016 audit. He discussed each town fund to include; Spring Grove Cemetery, DMV, Water and Sewer fund, and Walton Park. The discussion included available/restricted Town funds, as well as depleted funds for the fiscal year 2015-2016.

*William Thomas made a motion to accept Mr. Wunsch's proposal in the amount of 6200.00 for next year's audit; this was seconded by Bernice Wilson-Kube. Motion passed with all in favor.*

**Adopt/Amend Agenda:** Additions to the agenda under new/old business:

- Closed session-personnel
- Resolution for Mr. Maus
- General Information

*Tom Runnett made a motion to approve the agenda as amended; this was seconded by William Thomas. Motion passed with all in favor.*

**Approval of the December 12, 2016 Minutes:** *Bernice Wilson-Kube made a motion to approve the minutes as presented; this was seconded by Michael Warlick. Motion passed with all in favor.*

**Approval of the January Bills to be Paid:** *Doswell Pierce made a motion to approve the bills as presented; this was seconded by William Thomas. Motion passed with all in favor.*

**Town Manager's Report:** Sal reported that he followed up on the repair of the Town mural. These repairs will be completed by the end of January. A written letter was given to the new tenants beside the town office in regards to parking their dump truck behind shed. Due to the fact that it is destructing the lawn at the office and concerns that it might crush the asphalt. Sal will continue to research if the alley was closed when the town office was built, thus the tenants may have rights to park their truck as is.

**Town Attorney's Report:** No written report.

**Standing Committee Reports:** No Report

**Beautification/Anti-Litter Committee:** No Report

**Budget & Finance Committee:** No Report

**Building Committee:** No Report

**Cemetery Committee:** No Report.

**Economic Development Committee:** No Report.

**Personnel Committee:** Closed Session

**Police Work & Legal Matters Committee:** No report. Doswell Pierce called the Sheriff office, after witnessing suspicious activity throughout Mineral one evening.

**Streets Committee:** Michael Warlick reported that the pot hole information has been turned in for repair but repairs have not been completed due to the cold weather. Mayor Harlowe expressed that speeding is an issue along 7<sup>th</sup> and Piedmont Ave. Sal Luciano suggested looking into the size of the stop sign to ensure it is visible to motorist. Sal reported that majority of the new road sign are up, and the rest will follow once the snow has fully melted from the concrete.

**Walton Park:** Sal notified the Fire Department that they will need to remove the remainder of their items from the old barn.

**Water & Sewer Committee:** The water tower is now finished with an exception of the logo being painted. The logo will be added once the temperature reaches fifty degrees or higher. In order to continue to use the Town water, the Town must submit two water samples to make sure the water is disinfected for a total of 48 hours. Once the testing is complete, the water valve will be open for use. Sal Luciano advised a water leak was discovered on Louisa Ave. It was a result of a 6inch water main break. Staudinger stated he is capable of repairing the leak. Due to circumstances of the leak, for safety reasons it is best to shut the water valve of. This will leave half of Old Trollersville Rd, Dr. Beaties office, the church, and the entire trailer park without water. Ti-Lea will be notifying the affected individuals about the situation.

## **OLD BUSINESS:**

### **Woodlawn Cemetery:**

Mayor Harlowe reported that once all the trees were cut down, the tree service company came and removed the stumps. The next goal for the cemetery is to see if the local Boy Scouts would be interested in raking up the remainder of the debris, as well as taking the left over stones and using them to fill in any small sink holes to level the land out. Mayor Harlowe is curious to know who owns the two available lots on Virginia Ave and if they are willing to sell, it would allow direct access to the cemetery.

### **General Information for the Town:**

Bernice Wilson-Kube suggested that the council packet information be delivered on the Friday before the meeting and the agenda on the Thursday before the meeting. Unfortunately the agenda is sent to website on Thursday afternoons, once the mayor reviews them. This leaves Cyberbilty twenty-four hours to upload the given information to the website on the Friday prior to the meeting. It was also stated that a description in the length of a sentence should be noted under a tab, making the received information understandable. Ultimately Mayor Harlowe would like the agenda emailed to the website and council members on Thursday.

## **NEW BUSINESS:**

### **Past Due Tax Collect:**

Sal has found alternatives to collect past due Real Estate taxes and Personal Property taxes. For those who have not paid their personal property tax they will have a stop put on their DMV record. In order to perform a similar repercussion for real estate tax, Sal contacted the county treasurer to see who they use in these same situations. A company called TACS Collection Agency is a tax collector business that reaches out to individuals who have not paid their taxes by doing newspaper ads and title searches. By using this agency, it will cost the town nothing to move forward.

*William Thomas made a motion to hire TACS Collection Agency to collect all past due tax; this was second by Michael Warlick. Motion passed with all in favor.*

### **Journey House:**

The Journey Home is an upcoming organization that is dedicated to helping and supporting individuals who are less fortunate in the community. Their initial goal is to build a 12,000 square foot building that will approximately house twenty plus residents in 6 two-bedroom units, equipped with a bathroom, kitchenette, and small living area. The Journey Home made a request that any Town of Mineral Fees necessary for the construction of this home be waived. Upon the deliberation of the council, the request was granted to waive the \$150.00 Zoning Application fee.

*Bernice Wilson-Kube made a motion to waive \$150.00 Zoning Application fee; this was second by Doswell Pierce. Motion passed with all in favor.*

### **VDOT Resolution:**

Sal has been in communication with VDOT to execute a plan to extend additional sidewalks from Mineral Baptist Church down alongside the Farmers Market. Council further discussed raising the sidewalk that is parallel to the railroad tracks, since it appears to be a low spot on the sidewalk. VDOT concluded that council should create and submit two separate resolutions.

*William Thomas made a motion to write two VDOT Resolution to add sidewalks; this motion was second by Bernice Wilson-Kube. Motion passed with all in favor.*

**Recreational Access Grant for Walton Park:** Sal has been meeting with VDOT engineers once a month. Sal discussed with them that the Town of Mineral would like to add additional road pavement in Walton Park. For an Access Grant to be considered, the area that is in need of paving should be accessible to another parking lot. Council

discussed possibly accessing a parking lot to the right of the well house or to the left of the old barn. If approved, VDOT is responsible for maintaining the road to include snow plowing, and any repaving.

*William Thomas made a motion to proceed with a Recreational Access Grant for Walton Park; this was second by Bernice Wilson-Kube. Motion passed with all in favor.*

**Trash Removal:**

Tom Runnett proposed to remove trash pick-up from the town's budget. A way to do this is to hire an outside company such as Updike, which will provide their own trash cans and recycle service. The town of Louisa has already transitioned to this method and resulted in a cost saving implement. If the Town of Mineral were to switch with this method, it would reduce labor and employee cost. Tom Runnett advised if meals tax funds were diverted, it would cover the expense of third party trash pickup. Sal Luciano will get a cost comparison for the next meeting.

*Tom Runnett made a motion to go into closed session to discuss personnel;*

*Michael Warlick seconded the motion. Motion passed with all in favor*

*Council was authorized to go into closed session to discuss personnel under Virginia Code section 2.2-37-11 A1.*

*Certification that only what was announced was discussed.*

*Tom Runnett/YES*

*William Thomas/YES*

*Bernice Kube Wilson/YES*

*Roy McGhee/YES*

*Doswell Pierce/YES*

*Pam Harlowe/YES*

*Michael Warlick/YES*

*Tom Runnett made a motion to adjourn the meeting; Bernice Wilson-Kube seconded the motion. Motion passed with all in favor.*