



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 9, 2015  
7:00pm

**COUNCIL MEMBERS:**

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

**ABSENT:**

Bernice Wilson-Kube

**STAFF MEMBERS:**

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

**PUBLIC:**

**Steven Wunsh, Matthew Massie, The Central Virginian;**

Mayor Harlowe called the meeting to order at 7:00 p.m. and gave the invocation.

**Mayor Harlowe Started with the Auditors Report:** Mr. Wunsh called attention to the main financial statements. He referenced the revenue and expenditure of the general fund for the year ending in 2015, which concluded that revenue was above budget. This was in a large part thanks to the DMV agency fees. The fees are sustaining the town and paying for itself in large measure. The meals tax was very much above budget and took in \$40,225.00. This is good news for the town. The maintenance costs are below budget. The administrative cost total is pretty much on budget. Revenues were pretty much the same as budgeted and about the same as the prior year. Expenses were quite a bit down, but the Water & Sewer fund still doesn't pay for itself. Before the transfer of the

meals tax, there was a loss of \$101,000.00. If you take out depreciation, it's about \$10,000.00 more than last year. This is due to the improvements made. The loss last year was \$133,000.00. If you take out depreciation and the waste water issue (which hopefully will get resolved) repairs were down quite a bit. This is reflective of the upgrades to the system. The cemetery pays for itself, with no out flow from town tax payers. Sal Luciano stated this year when the budget was passed, we also passed a resolution to move the meals tax to the general fund instead of being included under the water & sewer fund. Part of the issue with the water and sewer losing money is due to the depreciation, as Mr. Wunsh said. With the cash value, it doesn't really lose money per say. ***Mr. Thomas made a motion to approve Mr. Wunsh's proposal to perform the audit for next year, 2016. Roy McGhee seconded the motion, with 0 opposed. Pam Harlowe stated motion made.***

**Adopt/Amend Agenda:** Tom Runnett said we need to add to close session for Timber. Tom Runnett added personnel under closed session. Sal Luciano added to close session for the Louisa County water authority response letter and zoning request letter from Mr. Morgan. ***Roy McGhee made a motion to approve the agenda as amended. This was seconded by Tom Runnett with 0 opposed.***

**Approval of October 13, 2015 Minutes:** Additions & corrections: Tom Runnett stated under estimate for survey of unopened roads needs to be struck out. ***Tom Runnett had made a motion to survey the spring not to exceed \$3,000.00. Motion was made to approve minutes as amended; this was seconded by Doswell Pierce with 0 opposed.***

**Approval of the November Bills to be Paid:** ***William Thomas made a motion to approve the November Bills to be Paid; Roy McGhee seconded the motion. Roll call was taken.***

***Doswell Pierce/ YES***

***Tom Runnett/YES***

***Roy McGhee/YES***

***William Thomas/ YES***

***Michael Warlick/YES***

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

**Town Manager's Report:** Sal Luciano sent a letter to the sheriff's department requesting more patrols in the areas of concern. The sheriff's department stated they would increase the patrols, especially in the areas requested. They also stated if anyone sees anything suspicious the best thing to do is to call. Hunter Young began working on the electronic maps and the draft has been submitted with a few of the layers. This is now in process. Sal Luciano went and talked to BJ at Millers Market about the yard sale

guy. BJ was not in agreement to asking him to move entirely. Sal Luciano and BJ did speak with the gentleman and reach an agreement to condense the items to one, covered, trailer load. The yard sale gentlemen did state he is going to start selling his items at Derek's Bargain Barn in the winter time. The town did hire a part time assistant clerk / DMV employee, named Jessica Lawson.

**Town Attorney's Report:** Mr. Maus submitted a written report to the Council and had no additions to the report.

**Standing Committee Reports:**

**Beautification/Anti-Litter Committee:** Tom Runnett stated they've been keeping up on the leaves and the streets look pretty good. Pam Harlowe stated the tree lighting is the first Sunday in December. Sal Luciano stated flyers will be getting made with the tree lighting information. Sal Luciano stated the Christmas tree wreath outlets should be done end of the week.

**Budget & Finance Committee:** William Thomas reported we are doing fine.

**Building Committee:** Mineral Shakes is going to be closing down business mid-December and reopening in March. During the months Mineral Shakes is closed they will still be responsible to pay rent. The water will get shut off during those months to avoid any issue with pipes freezing.

**Cemetery Committee:** Tom Runnett stated Spring Grove looks really good, and most of the stuff is cleaned up. Poison oak on Wood Lawn is still alive, so we are waiting for a good freeze prior to going in there to do anything.

**Economic Development Committee:** Pam Harlowe said Mr. Byrd is coming along with his building.

**Personnel Committee:** Jessica Lawson will be working part time Monday, Wednesday, and Friday. Sal Luciano stated this may change based on needs. William Thomas asked if this would take care of the office's needs; Sal Luciano confirmed it should.

**Police & Legal Matters Committee:** Sal Luciano stated we did have an unruly customer who he had to contact the sheriff's department on and the customer removed himself from the building prior to their arrival.

**Streets Committee:** It was reported that there is a pot hole that keeps reoccurring in the alley behind VFW. Sal Luciano stated there is a street light out in front of Miller's Market.

**Walton Park:** We are holding off on the trees and the price list of the trees until it's figured upon what needs to go back into the park.

**Water & Sewer Committee:** Sal Luciano stated we increased the budget for both the water purchased and the sewer treatment. The only thing we are off on in the budget is the water purchased from the water authority. We are currently at 12K and we only budgeted 10K for the entire year. The sewer treatment went up by 2K dollars this past month. Sal Luciano stated we are at about 30% and that is what we like to see this time of year.

**OLD BUSINESS:**

**Update of Timber Harvest:** We netted 1/3 off of what they pulled so far. This is \$49,054.96 and we netted \$16,356.82. The cost going against that is \$3,990.00, however there is currently still checks pending on this.

**Electric Pole at 5<sup>th</sup> & VA:** The estimate is approximately \$2,000.00 for the electric pole at 5<sup>th</sup> & VA. The decision on the light pole will be tabled till next month to vote on.

**NEW BUSINESS:**

**Zoning Request:** Mr. Morgan requested a zoning change at the school property. He wants to change the zoning from residential/general to light commercial. He thinks this property is more fitting for a commercial zone versus residential due to the location. Sal Luciano stated the people who have showed interest in the property were not looking to build a home on the property. William Thomas stated he wants this area to be used for public use. This is being sent to the planning commission for recommendation.

*Tom Runnett made a motion to go into close session; this was seconded by Michael Warlick. Mr. Maus authorized Council to adjourn into closed session to discuss possible timber contract under Virginia 2.2-3711A1, to discuss personnel under 2.2-3711A3, and discussion for litigation and the cleanup for the school under 2.2-3711A7.*

*Certification that only what was announced was discussed.*

*Doswell Pierce/YES*

*Tom Runnett/YES*

*William Thomas/YES*

*Pam Harlowe/YES*

*Michael Warlick/YES*

*Roy McGhee/YES*

*Doswell Pierce motioned to go forward with having Trae Fuels cut the Timber at the Dump and Spring properties. This was seconded by William Thomas and the motion passed 5-0.*

*Tom Runnett moved that Council directed Mr. Maus to file suit to enforce the Town's lien against both of Mr. Morgan's properties and to give formal notice that he has until February 29, 2016 to clean up the site or the Town will. Mike Warlick seconded and the measure passed 5-0.*

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*Pamela Harlowe, Mayor*

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*Ti-Lea Downing, Clerk*