



# Town Council

## REPORT SUMMARY

Meeting Date: November 10, 2025

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**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Personnel

1. I would like to introduce Teri Burns as our new Town Clerk. She comes to us from the banking and finance industry. She is a long-time resident of Louisa County and lived in Mineral during her school age years.

### Finance

1. Audit for FY2023- In process

### Park Update (administrative)

1. Luck Field bathrooms – No update
2. Lights for the park – Put on hold

### Water/Sewer

1. Summit IG (subcontractors S -N Communications, Hyland) has the project for the conduit that is being installed in the Town. This conduit is coming down 22, rounding to Fredericks Hall rd., but also out to Pendelton and back to Richmond. They will be out of the town by January 2026. While they are in the intersection of First St and Mineral Ave. I would like to have water valves installed.
2. Water valves (2) on Mineral Ave- While Summit IG is in the area running conduit in the town and setting manholes for the conduit, I would like to take advantage of the traffic control and utilize them while they are here, to get the 2 valves installed for water shutoff on Mineral and going down E First street. Utilizing them will save on some expenses and allow the town to isolate water flow when needed for repair or line replacement.
  - a. One to turn water off down Mineral Ave to 4<sup>th</sup> street to isolate water flow when needed. Location of the valve is in front of VFW
  - b. Second valve to isolate water on E First street to Albemarle Ave. Location is beside the Exxon in the safe zone.

**Motion to approve or deny the 2 valves to be installed on Mineral Ave.**



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### **MuniCode**

1. The new link for MuniCode will be on the website next week.

### **Louisa County**

1. The Summit IG project (conduit project in the town and throughout Louisa County) caused some confusion and disruption, but for the most part was smooth given the task that they had. I did speak with Christian, County Administrator, and asked that when these projects in the county are to affect the Towns, could we be notified and have a seat at the table for discussion on concerns or at least a meeting with them. He did say he told them to contact the towns to coordinate the project, however the subcontractors only wanted plans to review. Christian quickly put me in contact with Chip Turner, who is the Vice President of the Summit IG. Chip and I discussed concerns and then met the crew (to include Hank) on Wednesday and went over the project.