



## Town of Mineral

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### Town of Mineral Council Meeting Agenda

August 14, 2023

6:30PM

Call to Order and Roll Call

Pledge of Allegiance

Moment of Silence Louisa County Fire & EMS member Mia Ethridge and the victims of the 9/11

Adopt/Amend Agenda

Public Comment

TAB A Approval of 02.14.23 Council Minutes

TAB B Approval of 02.24.23 Council Minutes

TAB C Accounts Payable - Paid in July

TAB D Town Manager and Staff Reports

Council Committee Reports

#### Old Business

None

#### New Business

TAB E Personnel Manual Revisions

TAB F Job Descriptions

TAB G Town Council Conference Attendance Policy

#### Closed Session

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in closed session to consider personnel matters involving the interview and appointment of a Town Attorney, interviewing and appointment of a Town Clerk, and the performance and contract of the Town Manager.

Reconvene In Open Session- certify compliance with the freedom of information act regarding meeting in closed session.

Mayor Ed Jarvis - Vice Mayor Blair Nipper

Council Members: Rebecca McGehee, Bernice Kube, Ronald Chapman, Michelle Covert

Reese Peck, Town Manager, Vacant, Town Clerk, Patricia Finch, Town Treasurer, Vacant, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 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 Meeting Minutes  
August 14, 2023

The Mayor called the meeting to order at 6:35 p.m.

**Members Present**

Ed Jarvis, Mayor  
Blair Nipper – Vice Mayor, Present Via Zoom  
Ron Chapman  
Michelle Covert  
Bernice Kube  
Olivia McCarthy  
Rebecca McGehee

**Others present**

Reese Peck, Town Manager

Pledge

The Mayor asked for all present to stand for the Pledge of Allegiance.

**Agenda**

Mayor Jarvis added to the agenda a closed session, under Virginia Code Section 2.2-3711-a3 for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Councilwoman McGehee asked who answers the emails sent to the website. Councilwoman Kube replied that she did not receive emails from the website. Reese Peck said that it could be mail champ. He said that the town does not receive emails from mail champ but it does provide a list of persons that want to sign up to receive notifications. The mayor asked Fred Vegas, IT, who was in the audience, if the server being down prohibited the town from receiving emails. Vegas said it was cloud based and did not affect the emails.

McGehee asked that the Louisa Education Foundation be put on the agenda.

Councilman Chapman made the motion to adopt the agenda as amended. Councilwoman McCarthy seconded the motion.

Michelle Covert – Yes

Bernice Kube – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Vice Mayor Nipper joined the meeting electronically later in the meeting.

Motion Passed 5-0

### **Public Comment**

**Lauren Ball** spoke to council on the closing of East 8<sup>th</sup> St., which serves as their driveway. They had been maintaining the area as part of their driveway for the past eight years. She said council approved the request and they were required to have a survey, an attorney prepare a deed, and to have the deed back to the town attorney for review within 60 days. She said they had turned in all the paperwork on July 14<sup>th</sup>, but the town attorney had not given her approval as of the current meeting. Ball said the 60 day timeframe had ended on Friday, August 11 and she asked for an extension and she further asked that the town engage a local attorney to approve the plat and deed since the town attorney was no longer available.

**Howard Loudin** spoke to council concerning a street closing that was voted on previously that abandoned an unopened right of way from St. Cecelia Ave. between East 1<sup>st</sup> Street. and east 2<sup>nd</sup> Street. He said he had the survey done and the attorney had the information but he did not think it could be completed in 60 days. He said that council should amend the time period on the requirement. He also said he thought the process was skewed for whoever wants the road closed. He said it was not right for others along the way to have to pay for a lawyer, a survey and then give a right of way. He said he did not think that was right.

**Stewart Cameron** told the council he was speaking for his parents and their estate, Julia Cameron and the late Paul Cameron. He said his mother is an adjoining property owner. He said he was totally against the road closure and the way the ordinance is written. He thinks it is totally in favor of the person who is requesting the road closure. He said the road was somewhat established and he said he did not know how that aligned with VDOT, but he was worried about the sight distance coming over the hill. So if the road gets closed he is the property owner coming over the hill. He asked would VDOT approve? Is the property grandfathered or would it be a new request? He said his was the shortest distance so he asked would he have the proper sight distance for a private drive? He said VDOT should be involved.

He also stated that the 60 days was not enough time. He said he is two years into settling his father's estate and it was nothing on his behalf or his family that had not provided for its completion. He said the holdup was from the lawyer's perspective. He said the 60 days is too short of time to get it all done.

He also was not in favor of the utility easement since if the road was closed it would no longer belong to the town. He stated he had a problem with how that part of the ordinance is written as well.

He asked if he decided to open the road would he be responsible for all cost to make it a state-maintained road.

The mayor said that all the roads in the town of mineral are 60 feet. He said when 8<sup>th</sup> street was closed there was a new twist in things that were required. The mayor said that council needs to have a workshop to decide what the procedure will be for road closures because it has caused so much anxiety. He said part of the problem in the town is that many times procedures were not put on paper. He asked that council hold a workshop on road closures as to get it in procedures in writing then publicize it so then everyone knows the procedures. He said as far as the 60 day time line, he knew that the 60 days had come and gone and he would have the town manager talk about that.

#### **Vice Mayor Nipper joined the meeting.**

Reese Peck, Town Manager, commented that the paper work would be done by the end of the week. He further stated that the town attorney had be harassed by a citizen at another place of work and that was unacceptable.

Mayor Jarvis told those attending the meeting that the Town of Mineral had never put in a road. The roads were paid for by either a contractor or a homeowner. Jarvis asked Loudin for concurrence.

Loudin, a local contractor, said that he had to take the road to the end of his property and that VDoT had approved it. He said he had to pay for and build it to state specs. He referenced other roads that he had built in the town.

Councilwoman Covert said that was the problem, because the code says if you are opening a road the entire thing is to be built. She said VDoT and the code are inconsistent.

The Mayor said the complaints were not falling on deaf ears. He said the council would make it right and would not be going through a restart. He said the residents were welcomed to come to the workshop.

Councilwoman McGehee wanted to know if council would be voting on the road closure. The mayor responded that it would be up to council.

Cameron told council that if the road is reverted back to private property he would be meeting with VDoT to see if the sight distance would be adequate for his property.

The mayor told council and those in the audience that a lot of work is needed and that he is not sure council is up to date on their own Code.

The mayor said that most members on council are new. He said the town is trying to do what was best for individuals and the town. Things sometimes in the town are not clear because it is not written. He told those involved with the road closure to call if time passed and they had not heard when it would be decided. He said they would be given a time line.

#### **Minutes**

The mayor called for a motion to approve the February Minutes. Councilman Chapman made the motion to approve and Councilwoman McGehee provided the second.

Michelle Covert – Yes

Bernice Kube – Yes

Ron Chapman – Yes  
Olivia McCarthy – Yes  
Rebecca McGehee – Yes  
Blair Nipper – Yes

The Mayor asked for a motion to approve the July 10 minutes. Rebecca McGehee said she appears twice on page 3. Councilwoman Kube replied it was a typo. The motion to approve the minutes as amended was made by Councilman Chapman and seconded by Councilwoman McCarthy.

Rebecca McGehee – Yes  
Olivia McCarthy – Yes  
Ron Chapman – Yes  
Bernice Kube – Yes  
Michelle Covert – Yes  
Blair Nipper – Yes

### **Bills**

Reese Peck said that some of the bills were not on the current list and would show up in September. He said they had been involved in a couple of other projects. The bills were not paid late but would show up on next month's list. Councilwoman McGehee questioned the bill for advertising in the Central Virginian for \$4000. Peck said that council would have to advertise in one paper or another. He said that the new rules for advertising set by the legislature were geared for larger towns with daily papers. The town of Mineral's meetings fit the schedule perfectly and would be able to continue with the weekly paper.

Motion to pay the bills was made by Councilwoman McCarthy and seconded by Councilman Chapman.

Michelle Covert – Yes  
Bernice Kube – Yes  
Ron Chapman – Yes  
Olivia McCarthy – Yes  
Blair Nipper – Yes  
Rebecca McGehee – Yes

### **Town Manager Report**

Peck reported that he has been working with the personnel committee on job descriptions, pay plan, and amendments to the personnel handbook. He said he would be coming back in the next month on those items.

Peck said the town has been red flagged by the USDA. The town was late providing information regarding the USDA grant. It was due in August. Brown Edwards, the accounting firm assisting on this matter, was able to reshuffle and will be able to get it done by August 15. Hopefully the information is clean enough so the audit can be done quickly.

Brown Edwards is working with Southern Software. They are working on some issues on transferring data. They are still having difficulties with that and peck said he needs to get the two tech departments together to work it out and put a game plan together. The town has resolved tech issues in house and plan to focus on the web page and agenda management. He said the town has substantial budget costs

that are running larger than expected, particularly on the tech transition. Maintenance has said they need a new mower for the cemetery. He. told council that they would have to pass a budget amendment. He said the new pay plan will cost \$40,000. Peck recommended to wait until December/January time frame to make the amendment.

Peck said Capital One will be doing all their DMV renewals with the town. Shannon Hawkins, DMV Manager, secured the account with a cold call. Her long-term plan is to give Capital One good customer service and eventually secure their fleets that need to be licensed. Peck said one of their title companies will be bringing all their business to Mineral once the new person is in place.

He said town administration was moving along slow. There are zoning issues that need to be addresses and once the new town attorney is in place attention needs to focus on code recodification.

The mayor asked how the search was going for a new town attorney. Peck said the town has an ad in the local government attorney newsletter and its website. He commented that one applicant that thought it was a full-time job since there was no salary originally posted on the ad. Had has had one firm that contacted the town but has received nothing as of yet. The town Joined VA Open Government Attorney Association, which gives the names of the attorneys that are a member. Peck said he thought it would be a slow process to find a new town attorney.

#### **DMV**

DMV needs to purchase two more credit card readers, which the cost will come out of DMV payments. Revenue will probably climb even with the added expenditure.

#### **IT**

Mayor Jarvis introduced Fred Vegas, IT. He said he had helped the town when the server crashed. Vegas said that the job was 80 percent complete (server was replaced). The mayor explained that the server was needed because the town purchased new software that will set up five seprate enterprise zones, which will negate the need for paper ledger, which is currently maintained.

#### **Beautification**

Councilwoman Kube reported that permission needed to be obtained from the postal service for a concrete pad to be placed on their property for placement of a town park bench. Another park bench would be placed on the town hall property. Also, the town sign advertised the need for volunteers to help with caring for the town signs. Kube reported that a resident had complained about a business that had employees working in the street. She explained that she had talked to Mr. Peck about it. She had obtained photos and he said he would check the code and write a letter.

#### **Fire/Legal**

Councilwoman McGehee reported that there was vandalism at one spot in the town. A lot of traffic stops had occurred. McGehee asked if it would be more feasible to purchase new hydrants than to purchase parts. The mayor said the cost would be prohibitive.

Stewart Cameron addressed the fire hydrants and explained how they work and why. Some have smaller pipes feeding the hydrant and you can only pump as much as you are getting through the pipe. He said the steamer connection type hydrant is the best.

Mayor Jarvis said that the town had in the past pumped their own water. Over the years the wells have ceased to produce. Well number four, in the past, would produce 152 gallons per minute. As time went on well four needed to be shut down a week to 15 days to recover. Therefore, the town was purchasing county water. He said in the past the town would give water to the fire department and with the town now having to purchase water he thought that was counterproductive. He said he had emailed the county administrator, giving him three proposals to help the town. The first was that the town would bill the fire department for the water and they would pay the water bill and resubmit it to the county. The second was to directly submit the bill to the county. The third would be to inform the water authority that the fire department used X amount of water and have them subtract it from the town's bill.

Councilwoman McGehee said that she had spoken on the subject before and she saw no reason that the town could not provide water for the fire department. She said that the men are volunteering their time and raise funds for the department. She said she did not think that was right. They should not have to turn around and pay for water. She said that maybe council should volunteer with the department. She said that she thought that at least the town can give the fire department water.

She continued that if the county wanted to pay that would be a different story. She said that the volunteer firemen keep up the trucks and provide their time and that there is no reason the town cannot give them water.

Mayor Jarvis told council that the Mineral Volunteer Fire Department no longer exists. He said that that it is now county EMS, although there are still volunteers. He said that the majority of the fire staff is paid county staff. He said that he had heard this from the county and from the fire chief. The Mineral Volunteer Fire Dept. has taken steps to reduce the water consumption, but last month the consumption went up by 18,000 gallons.

Councilwoman McGehee disagreed and said Mineral was still a volunteer fire Department.

The Mayor told the council that if it wants to give the water to the fire department they would have to answer to the public. The mayor also said the Mineral fire chief has asked if the council would cut the grass at Walton Park.

Stewart Cameron spoke from the audience to explain why career staff may be using the water in town rather than going to the High School to fill up with county water. He said it cost the county \$50 in gas to get the truck to and from the school.

### **Streets**

Councilwoman Nipper had no report.

### **Planning Commission**

Councilman Chapman said that Jim Schneider had officially resigned from the planning commission. He asked the council to appoint two new members to the commission.

### **Finance**

Vice Mayor Nipper said that the town manager had covered the audit.

### **Cemetery**

Councilwoman McGehee said that a citizen had suggested that park benches be placed at the cemetery.

### **Personnel**

Councilman Chapman said that under new business there would be a new pay plan and job descriptions to approve. He also said that the committee has decided to have a regular monthly meeting on the last Monday of each month at 6:30.

### **Utilities**

Councilwoman Kube read the committees top priorities.

### **Planning/zoning appeals**

Councilman Chapman had no report.

### **Communications**

Councilwoman Kube reported meeting have been advertised properly. The Mayor added that the brightness of the sign had been turned down. Kube said she was using darker colors in order to not disturb town residents living near the sign. The mayor also talked about the bright lights of some of the businesses in town and said he was trying to work on coming to an understanding that maybe they can tone them down.

### **Social**

Councilwoman McCarthy gave her apologies that a newsletter did not go out as planned. She said that she would be including the July information in the August newsletter.

### **Old Business**

Consideration of the transfer of ownership of the unopened right of way from St. Cecelia Avenue between East 1<sup>st</sup> St and East 2<sup>nd</sup> St.

The mayor said the applicant had actually pulled her request. The town manager said that without a town attorney trying to get it done in 60 days was not practical to move on it. He said it could be deferred.

Councilwoman Covert, who made the request asked for it to be deferred. The town manager asked the mayor to receive any other public comment concerning the road closure.

Chris Guerre, town resident, spoke to council on the new regulations for publicizing meetings. He said that it included all planning and zoning matters and as such the current meeting should have been advertised. The Town manager said that the matter had been deferred from a previous meeting and had be advertised previously.

Councilwoman Kube said that the council had voted on the same road closure before and that she could never vote to close a road when one of the adjoining property owners opposed the action.

Kube followed with the motion that council put a moratorium on any road closure until a clear policy that could be followed each and every time could be implemented. Councilman Chapman seconded the motion.



Reese Peck, Town Manager said that a decision about the current road closure should be made before voting on the moratorium.

Councilwoman McGehee made the motion to deny the road closure request. Councilwoman Kube seconded the motion.

Rebecca McGehee – Yes

Olivia McCarthy – No

Ron Chapman – No

Bernice Kube – No

Vice Mayor Nipper – No

Michelle Covert – Abstain

Motion failed 1-4-1

Councilwoman McCarthy made the motion to defer the matter until the council has legal counsel and has a specified plan as how road closures will be handled moving forward. Councilman Chapman Seconded.

Rebecca McGehee – No

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube -Yes

Michelle Covert – Abstain

Motion passed 4-1-1

Councilwoman Kube made the motion to place a moratorium on all road closures until a policy was created and in effect. Councilman Chapman seconded the motion.

Ron Chapman - yes

Michelle Covert – Yes

Vice Mayor Nipper – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Bernice Kube – Yes

Motion Passed 6-0

Tony Henshaw, town resident, asked the mayor if that included alleys also.

councilwoman Kube said that it was her intention that the moratorium included all roads including alleyways.

## **New Business**

### **Pay Plan and Plan and Personnel Manual Revisions**

The town manager told council that according to the personnel plan and style of management that the town needs to come up with a pay scale and employee classification system. They also needed to come up with minimum and maximum salaries. He said that working with the personnel committee they have come up with a proposed pay structure and career ladder for DMV. He said that he recommend that the clerk and treasurer be separate positions. He said they were combining the cemetery manager with the treasurer since Patricia Finch has been performing that function. He said they wanted to also combine the clerk position with the special projects coordinator. Depending on who is hired it could include planning and zoning. The DMV, he said, is a human resource business. He said that the committee sat down with Shannon and discussed the progression of the employees. The different roles they would play.

Peck said that since his role as town manager is part time he had written a part time hourly job description.

He said that the treasurer/cemetery manager, DMV Manager and clerk/special projects coordinator would be exempt and would not get paid overtime. He said the personnel manual needs to be cleaned up. He said currently employees can't take leave for 18 months. He suggested to accumulate time and to be able to use it after probation.

Motion to approve the pay scale was made by Councilman Chapman. Councilwoman McCarthy seconded the motion.

Rebecca McGehee – Yes  
Olivia McCarthy – Yes  
Ron Chapman – Yes  
Bernice Kube – Yes  
Michelle Cover – Yes  
Vice Mayor Nipper – Yes

Motion Passed 6-0

Motion to approve amendments to the personnel policy and handbook was made by Councilman Chapman and seconded by Olivia McCarthy.

Rebecca McGehee – Yes  
Olivia McCarthy – Yes  
Ron Chapman – Yes  
Bernice Kube – Yes  
Michelle Covert – Yes  
Vice Mayor Nipper – Yes

Motion Passed 6-0

### **Job Descriptions**

Peck presented job descriptions for council's review including a a Part-time town manager position, breaking out the salary range per hour.

The treasurer/cemetery manager, he said was put in the same format. The position would be exempt for overtime.

The clerk/special projects coordinator also was put in the same format and was an exempt position and finally the DMV Manager. Peck said the DMV Manager was exactly the same as it was previously except the salary range was added and it was made exempt. He said if it was approved tonight he needed to advertise for the clerk special projects coordinator.

Councilman Chapman made the motion to approve the job descriptions as presented. Councilwoman McCarthy seconded the motion.

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Michelle Covert – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 6-0

### **Personal Property Tax Relief**

Peck told council that he had contacted the commissioner of Revenue, Stacy Fletcher to calculate the Personal Property Tax Relief (PPTR) amounts. He said everything comes from the Commonwealth of Virginia with no mention of what it is for. He told council that what was received for PPTR was \$4415.00. He said Fletcher had calculated 26.2%. He said that everyone that qualified would receive a 26.2% reduction.

Councilman Chapman made the motion to approve the Personal Property Tax Relief in the amount of 26.2 percent. Councilwoman Kube seconded the motion.

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Michelle Covert – Yes

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Motion Passed 6-0

### **VDoT Issues**

Peck said that people come to him with a variety of VDOT issues and he recommended that the mayor meet with the district engineer, Shaun Nelson. He said that council needed to get together and come up with a list of issues that are important enough to take to the district engineer such as crosswalks.

Mayor Jarvis asked if council wanted to be assigned to a specific committee. Councilwoman Kube said that she thought the specific committee should be working with the planning commission to come up with the list.

Councilman Chapman said that the streets committee should work with the planning commission. The planning commission would be working on the comprehensive plan. Chapman said that all committees should be involved but it should be headed up with the streets committee and the planning commission.

Councilwoman Covert said information should be derived from the public as well. She said that somewhere along the line that the sidewalk at the farmers market had been made completely inaccessible to wheel Chairs.

Councilman Chapman said that the planning commission should take the lead but he needed until the next month because the commission was in the middle of turnover. He said that once the planning commission was in line he would begin bring in the other committees.

The mayor asked if that was a consensus. It was agreed that it was.

#### **Town Council Conference Attendance Policy**

Mayor Jarvis said that in the past several years that council had not attended conferences. He said it has been determined that there is no policy. He said a policy is needed to come up with the budget and also that he wants to make it so the right people were able to attend. He also wants to make it so that if someone wants to attend they could not say that others had attended six conferences and they were denied. He said he was throwing it out to council.

Peck said that VML Conferences were excluded. Three council members and one planning commissioner had attended the VML Conference and the cost was \$260. He said that the cost for one council member and one planning commissioner had attended the planning conference and the cost was \$900. He said that the entire conference budget for the year is \$2500.00. He said the VML Conference is usually in Richmond and usually only one day.

He said he wants a form prepared for council members to fill out with charges for the conference.

Mayor Jarvis said that the personnel committee should take up the preparation of policy for conferences and an approval process.

Councilwoman Kube said that council is not personnel.

Councilman Chapman said that the focus should be on staff training. Peck said that in the past he had a separate budget for staff. Peck said that the personnel committee should come back with the recommendation next month for both staff and council.

#### **Directing the town manager to publish public hearing notices.**

Peck said that the Andrea Erard, Town Attorney, had said she did not believe that council needed to address the item.

#### **Halloween and Christmas Events**

Councilman Chapman said that he had asked for this item to be on the agenda. Chapman said Halloween this year was on a Tuesday. He said council had talked about a trunk or treat. They needed to decide in order to publish it so that parents would know which night to bring their kids out.

Chapman said the Mineral Historic Foundation (MHF) was having their annual home tours on Dec. 9th. He said that last year the town had partnered with them and had the tree lighting on the same night. Chapman said the MHF would be advertising on the radio and numerous other places. He asked the town to purchase the tree and that council be present at the tree lighting with the mayor lighting the tree.

Councilwoman Covert asked that it be called holiday tour so that it would be more inclusive. She also asked how many people came to the event.

Chapman responded that about 150 spectators attended and the (MHF) was overwhelmed. He said this year there will be six homes including the Mineral Mercantile and hopefully the town hall. He asked that the town place the order for the Christmas tree before Halloween.

Councilwoman Kube made the motion to authorize the purchase of a tree for up to \$250. Michelle Covert seconded the motion.

Vice Mayor Nipper – Yes  
Rebecca McGehee. – Yes  
Olivia McCarthy – Yes  
Ron Chapman – Yes  
Bernice Kube – Yes  
Michelle Covert – Yes

Motion passed 6-0

Councilman Chapman will coordinate the observance of Halloween with the Town of Louisa and the County of Louisa.

Stewart Cameron asked if the town would be having a reception afterwards and was funding needed for that. He had remembered that they had done it at the fire department in the past.

Kube said that it would be at the old town hall and the Mineral Historic Foundation would be hosting.

Councilwoman Kube asked the town manager if he had a quote to move the bands for Christmas Decorations from the old poles to the new poles.

Peck said he was working on it.

Councilman Chapman said that Dominion Energy had said they would move the mounting straps.

#### **Email from website**

Mayor Jarvis said that due to Councilwoman McGehee's concern that a citizen had emailed the town website recently and was not answered. He said council needs to find out where emails from the website are going. Councilwoman McGehee said she knew what the citizen wanted. She said that on Dec. 2 that the citizen wanted to know the town guidelines for a Fun Run to benefit the Louisa Education Association. It would begin in the town and end at Walton Park. McGehee said she wanted to know if

she needed a permit. Lauren Ball in the audience said that Barb Wilson intended to use the same route as a local group used but it was a fundraiser so she wanted to make it official.

Closed Session

A motion was made by Councilwoman McCarthy and seconded by Councilman Chapman to go into closed session with Section 2.2-3711 (A) (1) of the code of Virginia, to discuss the appointment of a Town Treasurer and individuals to the planning Commission and 2.2-3711 (A) (3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Councilwoman McCarthy made a motion to go into closed session. Councilman Chapman seconded the motion.

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Michelle Covert – Yes

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Motion Passed 6-0

Upon returning to open session, Mayor Jarvis asked for council to certify that the reasons given for entering closed session were the only topics covered.

Michelle Covert – I so certify

Bernice Kube – I so certify

Ron Chapman – I so certify

Olivia McCarthy - I so certify

Rebecca McGehee - I so certify

Vice Mayor Nipper - I so certify

Certification passed 6-0

Councilman Chapman made a motion to appoint Lauren Ball and Nicole Washington to the planning commission effective immediately. Councilwoman McGehee seconded the motion.

Olivia McCarthy - Yes

Rebecca McGehee - Yes

Ron Chapman - Yes

Vice Mayor Nipper - Yes

Michelle Covert - Yes

Bernice Kube – Yes

Motion Passed 6-0

Councilman Chapman made the motion to appoint Patricia Finch as the town Treasurer. Vice Mayor Nipper seconded the motion.

Rebecca McGehee. – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Bernice Kube – Yes

Michelle Covert – Yes

Vice Mayor Nipper – Yes

Motion Passed 6-0

Councilwoman McGehee made the motion to adjourn the meeting. Councilman Chapman seconded the motion.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Bernice Kube – Yes

Michelle Covert – Yes

Vice Mayor Nipper – Yes

Motion passed 6-0

The meeting was adjourned.

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

DRAFT





Town of Mineral Special Called Meeting Minutes  
August 24, 2023

The Mayor called the meeting to order at 6:30 PM

**Members Present**

Mayor Edwin Jarvis  
Bernice Kube  
Rebecca McGehee

**Present Electronically**

Ron Chapman  
Olivia McCarthy  
Vice Mayor Nipper  
Michelle Covert

**Others Present**

A. Reese Peck, Town Manager

The Mayor asked each councilmember to state why they were meeting electronically.

Councilman Chapman – Was at his office working and was unavailable.

Councilwoman McCarthy – Had a Doctor's appointment after work.

Vice Mayor Nipper – Away in Newport News having medical treatment.

Councilwoman Covert – On vacation with family.

Councilwoman McGehee said she was unaware of the meeting until she had seen it on the town sign.

Reese Peck, Town Manager, said the office was short staffed. Councilwoman McGehee wants to be notified in advance of meetings.

The mayor read the following resolution

Resolution 2023-009

A RESOLUTION ACCEPTING A LAND DONATION FOR THE  
CREATION OF THE WHITLOCK FAMILY PARK

WHEREAS the W.W. WHITLOCK FOUNDATION has executed a Deed of Gift to  
the Town of Mineral for the purpose of establishing a low-impact recreational area with such

amenities as benches, walkways and landscaping consistent with relaxation, contemplation and being out of doors.

WHEREAS the Deed of Gift requires the described property to be called "The Whitlock Family Park", and the Grantee, at its expense, be obligated to maintain upon the Property a readily visible, legible, permanent sign bearing the name of the park.

WHEREAS the Town of Mineral wishes to accept the conveyance of the property subject to the conditions of the Deed of Gift.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council at its specially scheduled meeting on August 24, 2023, that, in accordance with Virginia Code § 15.2-1803, the Town Council accepts the Deed of Gift attached as prepared by James L.

Lillie III, VSB 16819, the form of which has been approved by the Town Attorney, and authorizes the Town Mayor to execute any and all documents necessary for, or related to, the conveyance; and

BE IT FURTHER RESOLVED by the Mineral Town Council that the deeded property be named the "The Whitlock Family Park"; and

BE IT FURTHER RESOLVED by the Mineral Town Council that this Deed and Resolution shall be recorded in the land records of the Louisa County Circuit Court.

ORDERED THIS THE 24th DAY OF August 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Councilwoman Kube made the motion to pass the resolution. Councilwoman McGehee seconded the motion.

Ron Chapman – Yes  
Olivia McCarthy – Yes  
Michelle Covert – Yes  
Vice Mayor Nipper – Yes  
Rebecca McGehee - Yes  
Bernice Kube – Yes

Motion Passed 6-0

Councilwoman Kube made the motion to adjourn. Councilwoman McGehee seconded the motion.

Ron Chapman – Yes

Olivia McCarthy. – Yes

Blair Nipper – Yes

Michelle Covert - Yes

Rebecca McGehee – Yes

Bernice Kube – Yes

Motion passed 6-0

Meeting Adjourned.

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

DRAFT

## August 2023 Accounts Paid

Vendor	Account Codes	Account Number	Description		Pd	Amount
Alfredo Vegas IT Consulting Serv.	IT Support	015-365				
Anthem	Employee Insurance-Health	015-356			8/30	\$ 3,588.00
Besley Implements	Repair/Maintenance General	015-395	Blades, Deck wheels for Side discharge mower, weedeater repairs	#21298	8/14	\$ 222.85
Besley Implements	Oil for cemetery lawnmower		Cemetery	#1729	8/14	\$ 9.50
Brown Edwards & Co. LLP	Accounting	015-300		#21300	8/14	\$ 7,500.00
Central Virginia Contractors	Repair/Maintenance W & S	015-396	Waterline break @ 300 W. 5th St & Waterline break @ 611 Mineral Ave	#21289	8/14	\$ 2,114.00
Comcast Business	Internet	015-510			ACH 8/14	\$ 3,146.09
Comcast	Internet	015-510		#21308	8/14	\$ 450.91
Courney Cleaning Service, Inc	Cleaning of Office	015-520		#21299	8/14	\$ 300.00
Dominion Virginia Power	Electricity	015-410	Electric	#21303	8/14	\$ 1,908.54
Duke Oil	Gas & Oil	015-345		#21305	8/14	\$ 418.97
Duke Oil	Gas & Oil	015-345	Cemetery	#1730	8/14	\$ 74.95
Edwin Jarvis	Office Supplies	015-375	Surge protector	#21309	8/18	\$ 105.29
Erard, Andrea G, Esq	Legal Fees	015-360		#21304	8/14	\$ 1,250.00
Evergro Coop	Repair/Maintenance General	015-395	Seed Straw	#21306	8/14	\$ 183.98
1st Choice Electrical & Security	Repair/Maintenance General	015-395	4 SFP cross connects for fiber & labor	#21302	8/14	\$ 1,452.92
Fortiline Waterworks	Repair/Maintenance W & S	015-396	Repair Clamps	#21294	8/14	\$ 1,530.93
James Snider-386 miles	Mileage Reimbursment	015-465	VML Conference & APA Conference		8/14	\$ 252.83
Lakeway Publishers of VA	Advertising	015-305	Water & Sewer Rates Notice	#21284	8/14	\$ 860.58
Louisa County Landfill	Landfill	015-425		#21285	8/14	\$ 1,650.60
Louisa County Water Authority	County Water	015-325	809000 gallons	#21287	8/14	\$ 6,274.23
Louisa County Water Authority	County Waste Water	015-320	637950 gallons	#21287	8/14	\$ 7,285.01
Main Street Supply	Repair/Maintenance General	015-395	Metal Hole saw, 3 American Flags, Marking paint, 2 keys, Fuses for mower, bulb for office, wood glue	#21301	8/14	\$ 297.64
Publiq Software	Office Supplies	015-375	Oct. - Dec. 2023	#21291	8/14	\$ 2,139.51
Pure Water Virginia	Office Supplies	015-375	7/26/23 - 10/23/23	#21297	8/14	\$ 180.00
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer			\$ -
Ricoh	Office Supplies	015-375		#21307	8/14	\$ 184.56
Ronald Chapman	Mileage Reimbursment	015-465	APA Va Conference 308 miles	#21295	8/14	\$ 201.74
Ronald Chapman	Training & Conferences	015-445	Conference Meals	#21295	8/14	\$ 206.00
Studio490	Web Page Maintenance	015-490		#21292	8/14	\$ 175.00
Updike	Trash	015-569		#21296	8/14	\$ 2,692.06
USDA	Service Loan	015-385			ACH 8/19	\$ 1,466.00
USDA	Water Loan	015-385			ACH 8/28	\$ 4,509.00
Warren Martin	Repair/Maintenance W & S	015-396	2 Bacteria Samples for Tank	#21286	8/14	\$ 100.00
Verizon	Telephone	015-415		#21293	8/14	\$ 356.55
*Federal Tax Deposit	Payroll Taxes	380 & 012			ACH 8/9	\$ 6,600.30
*Virginia Dept Taxation	Payroll Taxes	015-012			ACH 8/9	\$ 942.43
VITA	Telephone	015-415		#21290	8/14	\$ 1.21
VUPS - Virginia Utility Prot. Service	Misc	015-370	VA 811	#21288	8/14	\$ 26.40
<b>Blue Ridge Bank - Mastercard</b>						
Google	Internet	015-510	google woekspace	Auto Debit	8/26	\$ 249.60
Comcast	Internet	015-510			8/26	\$ 168.35
The Flag Makers	Office Supplies	015-375	4 Town Flags		8/26	\$ 259.20
Pyramid	Office Supplies	015-375	New Time clock for staff		8/26	\$ 292.65
I Love PDF	Office Supplies	015-375	online tool to merge pdf files		8/26	\$ 7.00
Locksmith Link	Repair/Maintenance General	015-395	New lock for office door with keys		8/26	\$ 240.00
Virginia Dept. of Transporation	Dues, Permits, Licenses	015-330	Permit		8/26	\$ 100.00
Microsoft Office	Office Supplies	015-375			8/26	\$ 25.00
Amazon	Office Supplies	015-375	Ports, Printer Ink, Webcam, HDMI Cable, Tissues, Sticky Notes, Cups, Toilet paper, Lysol, Folder w/Divider, pens, highlighters, paper plates, Coffee		8/26	\$ 723.00
Va. Dept. of Health	Dues, Permits, Licenses	015-330	Waterworks Operation Yrly Fee		8/26	\$ 1,020.00
Roma's Italian Restaurant	Misc.	015-370	Lunch for staff		8/26	\$ 129.48
Family Dollar	Misc.	015-370	Drinks for staff		8/26	\$ 29.24
United States Post Office	Postage	015-390			8/26	\$ 204.00
OOMA, Inc	Telephone	015-415			8/26	\$ 293.11
						<b>\$ 64,399.21</b>
Prepared by PGF						



**TOWN OF MINERAL  
TOWN COUNCIL MEETING  
AUGUST MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM: DMV Select 361**

**DATE: 08/2023**

**PREPARED BY: [Shannon Hawkins](#)**

- 1. Fred ordered new surge protectors for all the computers. We were down for half of a day because of a power outage that made our computers shut down and not reboot.**
- 2. Trained Kendra and Jessica to take credit card payments for the town office.**
- 3. Ordered and set up new desk for new processing room.**
- 4. Received credit card machines for front title processing room and back processing room and having them installed. This will allow us to mainstream payments as we are processing title vendors.**
- 5. Receiving large amounts of title work from capital one.**
- 6. Our staff in the Mineral DMV Select are looking forward to working alongside the town office to mainstream payments once the new software system is installed.**
- 7. Set up new front office titling room. This room is going to allow the DMV select to take on more title vendors simultaneously. The more vendors we can process at once the better the revenue will be.**
- 8. I personally would like to thank the council, mayor and the town manager for moving forward with the new processing room as well as all the new computers, printers, hardware and internet. This will ensure that we can effectively process title work with the utmost efficiency. I look forward to ensuring a great return on the investment!**

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege*

August Monthly Revenue		
<b>Date</b>	<b>Gross Revenue</b>	<b>Town Percentage</b>
08/01/2023	\$20,058.04	\$988.80
08/02/2023	\$35,253.67	\$1,737.91
08/03/2023	\$23,338.09	\$1,150.50
08/04/2023	\$59,430.73	\$2,929.77
08/07/2023	\$29,586.69	\$1,458.54
08/08/2023	\$76,394.50	\$3,766.03
08/09/2023	\$62,246.54	\$3,068.58
08/10/2023	\$125,116.21	\$6,167.88
08/11/2024	\$6,630.56	\$326.87
08/14/2023	\$37,178.84	\$1,832.81
08/15/2023	\$1,888.87	\$93.12
08/16/2023	\$116,350.85	\$5,735.77
08/17/2023	\$39,461.36	\$1,945.33
08/18/2023	\$68,097.57	\$3,357.02
08/21/2023	\$47,476.17	\$2,340.44
08/22/2023	\$21,571.94	\$1,063.44
08/24/2023	\$12,417.50	\$612.15
08/25/2023	\$86,478.31	\$4,263.14
08/28/2023	\$55,294.19	\$2,725.85
08/29/2023	\$25,225.48	\$1,243.54
08/30/2023	\$38,535.81	\$1,899.71
08/31/2023	\$21,911.76	\$1,080.19
<b>Total</b>	<b>\$1,009,943.68</b>	<b>\$49,787.37</b>

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege*



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

### **AGENDA ITEM: Tab E Personnel Manual Revisions**

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision by Motion

**PRESENTER:** Reese Peck

**PHONE:** 540-894-5100

### **BACKGROUND/SUMMARY:**

#### **THE PAY PLAN**

The Personnel committee recommends the following amendments to the Town's Personnel Manual.

1. Adoption of an addendum governing disability leave and paid time off leave for Virginia Retirement System (VRS) Hybrid Members. This is needed to bring us in compliance with the rules governing VRS Hybrid employees. The proposed paid time off aligns with Loisia County's days allowed annually.
2. Revision to our sick and annual leave policy for VRS Plan 1 & 2 employees is recommended to align with the County's sick and annual leave amounts.

### **ATTACHMENTS:**

Proposed Personnel Manual Revisions.

### **REQUESTED ACTION:**

Motion to direct the Town manager to make the proposed revisions to the Personnel Manual.

**Addendum 1**  
**PAID TIME OFF LEAVE PLAN**  
**For Virginia Retirement System (VRS) Hybrid Members**

**Policy Statement**

The Paid Time Off leave plan (PTO) is a comprehensive program that serves the many diverse needs of employees for time off from work and also includes a short-term disability plan for income protection to cover periods of extended illness or injury.

This policy covers all employees who participate in the VRS Hybrid Plan.

**Procedures**

**A. Enrollment:**

All persons hired or re-hired on or after January 1, 2014, enrolling in the VRS Hybrid Retirement Plan, shall receive leave benefits in accordance with this PTO plan.

One year after the date of employment, employees in the PTO plan are eligible to participate in the Virginia Local Disability Program (VLDP) Short-Term Disability Plan. The short-term disability plan provides for a weekly benefit of less than 100% of normal weekly pay in accordance with the provisions of the plan document.

Employees in the PTO plan hired after January 1, 2014, are eligible for long-term disability through a plan provided by an insurance company determined by the Town; with the exception that those employees included eligible for the Hazardous Duty Supplement under the Virginia Retirement System (VRS), shall be covered for long-term disability under the VRS Disability Retirement program. Details of this plan are provided in the summary plan description provided by the insurance company selected by VRS or in the VRS Employee Manual.

**B. Paid Time Off (PTO) Accruals:**

Paid Time Off (PTO) plan is a single category of leave granted to employees to be used in lieu of traditional Annual Leave and Sick Leave. When properly scheduled and approved, PTO can be used for vacations, personal or family business, illness, family illness, doctor appointments, school, volunteerism, or any other activities of the employee's choice.

Effective January 1, 2014, and the first of every following year, all Hybrid employees, and any Legacy to Hybrid Employees, will receive 17 PTO days (136 hours) annually regardless of years of service. If an individual begins employment after January 1, annual PTO days for the year of hire will be pro-rated based upon the employee's date of hire.



All available annual PTO will be loaded into the system on either January 1 or the employee's first day of employment, whichever comes later. In order to use PTO time, the employee must obtain Supervisory approval. PTO hours will not accrue during any un-paid absence of 40 hours or more, perbiweekly pay period, including absences for FMLA reasons.

Any scheduled holiday that falls during the employee's PTO leave will not be charged as PTO but as Holiday Leave. Refer to Holiday Leave in the Employee Handbook.

Bereavement leave and Jury Duty leave are not deducted from PTO hours. Refer to Bereavement Leave and Jury Duty Leave in the Employee Handbook.

### **C. Scheduling/Use of PTO Hours**

Paid leave may be requested by the employee only if accrued PTO hours are available for use. Employees are responsible for maintaining PTO leave balances at adequate levels to ensure that leave taken does not exceed existing balances.

Although PTO is a benefit provided for employees to self-manage time off, its use must be approved in advance by the employee's supervisor. Scheduled PTO leave may be used for any approved purpose, and a request to use such leave should be made by the employee to his or her supervisor no less than three working days in advance. Some departments may require that employees schedule PTO leave further in advance. The supervisor will inform a new employee if a longer advance notice applies. The three-day requirement may be waived by the supervisor in cases of illness, emergency situations or other unforeseen circumstances (unscheduled PTO).

Unscheduled PTO leave will be monitored. The supervisor has the right to request verification of any unscheduled absences by requiring a physician's statement. When an unforeseen need for PTO occurs, an employee shall notify the appropriate supervisor no later than the beginning of the shift. In some departments, earlier notice may be requested. Failure to provide the proper notification or excessive unscheduled leave may result in disciplinary action.

PTO is available for use by the employee only after leave has accrued and may be taken in 30-minute increments.

If PTO hours are available for use, the employee is required to use PTO to cover the waiting period before Short Term Disability begins. Accrued PTO leave may be used by the employee to make up the difference between 100% of the employee's normal gross wages and the benefit provided under the Short-Term Disability plan.

The employee does not accrue PTO hours for any period of leave-without-pay or any un-paid leave for disciplinary suspension. Termination/Retirement Payment of PTO

## Hours

Employees that leave Town service shall be paid at the employee's current regular rate of pay for accumulated PTO hours. Termination shall include retirement, voluntary resignations, death, or dismissal. The Town shall deduct all state and federal taxes, and any outstanding amounts due to the Town for benefits received, and for rental uniforms, keys or other Town property not returned by the employee at termination.

Use of PTO hours during a resignation notice period must be approved in advance by the appropriate supervisor and must not interfere with the operations of the department.

### **D. Work Related Injuries/Illnesses**

If an employee is absent due to a work-related injury, the employee must use PTO hours for the first seven calendar days of absence if PTO is accrued. If the employee does not have PTO hours available, the employee will be placed in a leave-without-pay status (for the first seven days of absence only).

### **E. Short Term Disability (STD)**

As of January 1, 2014, newly hired, re-hired employees will be covered under a short-term disability (STD) plan offered by Virginia Local Disability Program (VLDP) and administered by a third-party administrator. The short-term disability plan provides for a weekly benefit of less than 100% of normal weekly pay in accordance with the provisions of the plan document.

The STD program provides a weekly benefit administered by a third-party plan administrator. Employees are required to file a claim for benefits with the insurance company and be approved before any benefit will be paid. The amount of benefit, length of coverage, and the process to file a claim are provided in STD plan documents.

PTO, if accrued, shall be used by the employee during periods of STD to cover the initial waiting period of 7 calendar days, and may be used to make up the difference between the amount received under the benefit schedule and the employee's normal pay. An employee may not receive more than 100% of the normal base pay amount when combining the STD benefit and PTO. STD is directly funded by the Town, and therefore taxes shall be deducted from the amount paid to the employee as required by IRS regulations.

The STD benefit period may last longer than the period established under the Family Medical and Leave Act. Nothing in the PTO or STD plan extends FMLA benefits beyond those provided by law.

### **F. Long Term Disability (LTD)**

Upon exhausting all STD benefits an employee may file a claim for long term disability benefits under the appropriate LTD coverage. For persons employed by the Town that are not participants in Hybrid VRS plan, the employee is covered under a plan that is part of the traditional VRS disability retirement plan. Contact HR for more information on this plan. For those covered under the Hybrid VRS plan, the premiums for the Long Term Disability insurance are paid 100% paid by the Town. The claim process is outlined in the insurance company plan document. Contact HR for a copy of the plan document. Approval of LTD benefits rest solely with the insurance company.

**Revised September 11, 2023, by the Town Council of Mineral**

**Attest: A. Reese Peck  
Town Administrator**

## **ANNUAL LEAVE**

The Town recognizes the importance of employees having the opportunity to have time away from work to relax and attend to non-work matters and has established policies to encourage them to do so. This policy explains the Annual Leave Program.

All regular full-time employees, as defined by the Town of Mineral, who are not in a paid-time-off (PTO) plan, are eligible for annual leave. This policy only applies to full-time employees who are not in a PTO plan. Annual leave may be used as vacation or to attend to other personal matters which require time away from work. Annual leave, if available, must be used in conjunction with FMLA. Annual leave shall be accrued as follows:

<b>40 Hour Employees</b>		2080 Annual Expected Hours
Years of Service	Leave Earned Each Month	Maximum Leave Accrual
0 - 5 Years	8 Hours	160 Hours
6 - 10 Years	10 Hours	200 Hours
11 - 15 Years	12 Hours	240 Hours
16 - 20 Years	14 Hours	240 Hours
21+ Years	16 Hours	240 Hours

## **SICK LEAVE**

All Regular Full-Time employees, not enrolled in the Paid Time Off (PTO) Plan, who are expected to work 40 hours a week or 2080 hours per year, as defined by the Town of Mineral, are eligible for sick leave to be accrued at the rate of eight (8) hours per month. Sick leave may be carried over from year to year, up to a total 1920 hours.



## **TOWN OF MINERAL COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab F Job Descriptions**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision by Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

### **BACKGROUND/SUMMARY:**

The pay plan adopted in August included new employee classifications. To align our job descriptions with the adopted pay plan the Personnel Committee developed job descriptions for DMV Supervisor, DMV Dedicated Title Specialist and DMV Front Desk Representative.

### **ATTACHMENTS:**

Proposed Job Descriptions for DMV Supervisor, DMV Dedicated Title Specialist and DMV Front Desk Representative.

### **REQUESTED ACTION:**

Motion to approve the proposed job descriptions.

## Town of Mineral Job Description



**POSITION: DMV Supervisor**

**DEPARTMENT: DMV Select**

**PAY RANGE: \$19-\$25-\$31 per hour**

**FLSA: Non-Exempt**

### **GENERAL DEFINITION OF WORK:**

Performs advanced professional and administrative work in operations of the Department of Motor Vehicle (DMV) select office; assist DMV Manager and acts as DMV Manager in the manager's absence. Work is performed under the general supervision of the DMV Select Manager. Work is performed under the general supervision of the DMV Select Manager.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Ensuring effect delivery of customer service operations in a timely manner while complying with all town, state, federal, and Motor Vehicle Codes of Virginia, rules, policies, and procedures. (The following essential functions and typical tasks are in addition to those required of a DMV Front Desk Representative. These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Back-up DMV Manager as needed.
- Audit processed DMV transactions per policy/procedure.
- Open/Close DMV office as needed. Process daily revenue at the end of day. Drop off nightly deposit.
- Generate and file various DMV reports.
- Order and Add decal/plate and Title inventory. Monitor supply inventory.
- Open incoming mail as needed and file and/or distribute. Mail out DMV related mail.
- Intake Department of Wildlife Resources documents/paperwork related to boat/watercraft title and registration.
- File daily work maintains retention times in the filing area.
- Assist DMV Manager with hiring new DMV staff, sitting in during interviews.
- Assist DMV Manager in employee review.

- In the absence of the DMV Select Manager, the DMV Supervisor will act as the managing official of the DMV Select office.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of DMV policies and procedures related to operations. Considerable knowledge of customer service management and practices, cash management, inventory control methods and procedures, Microsoft Office products, performance management, process improvement principles, customer service practices, computer systems, and databases. Effective oral and written communication skills necessary to communicate with all levels of internal and external team members and customers. Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by designated courses and considerable customer support experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**NOTE:** This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by the Town Administrator. The Town reserves the right to revise or change job duties as the need arises. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential tasks of this job. This job description does not constitute a written contract of employment. **EOE**

## Town of Mineral Job Description



**POSITION: Dedicated Title Specialist**

**DEPARTMENT: DMV Select**

**PAY RANGE: \$18.07-\$23.50-\$28.92 per hour**

**FLSA: Non-Exempt**

### **GENERAL DEFINITION OF WORK:**

Provides dedicated titling services to DMV Title Vendors. Work is performed under the general supervision of the DMV Select Manager.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Ensuring effect delivery of customer service operations in a timely manner while complying with all town, state, federal, and Motor Vehicle Codes of Virginia, rules, policies, and procedures. (The following essential functions and typical tasks are in addition to those required of a DMV Front Desk Representative. These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Batch title work is to be processed on a first in, first out basis with the goal of completing all title vendor work daily.
- Disperse title work to DMV clerks if needed to ensure that Title vendors receive their completed work in a timely fashion.
- Research problems and or questions using Vehicle License Guide, Richmond help desk, data integrity, special registration and relays answers to Title Vendors and colleagues.
- Correspond with their Dedicated Title Specialist counterparts by adding them to emails, letters and special projects.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of DMV policies and procedures related to operations. Have a clear understanding of all titling procedures, possess the ability to multitask in a high-speed environment. Effective oral and written communication skills necessary to communicate with all levels of internal and



external team members and customers. Ability to accurately record and maintain records. Ability to operate a variety of office equipment to produce complex/technical documents. Ability to establish and maintain effective working relationships with DMV Title Vendors, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by designated courses and considerable customer support experience.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**NOTE:** This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by the Town Administrator. The Town reserves the right to revise or change job duties as the need arises. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential tasks of this job. This job description does not constitute a written contract of employment. **EOE**

## Town of Mineral Job Description



**POSITION: Front Desk Representative**

**DEPARTMENT: DMV Select**

**PAY RANGE: \$16.39-\$21.31-\$26.23 per hour**

**FLSA: Non-Exempt**

### **GENERAL DEFINITION OF WORK:**

Performs basic and intermediate professional, and administrative work in operations of the Department of Motor Vehicle (DMV) select office; does related work as required. Work is performed under the general supervision of the DMV Select Manager.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Ensuring effect delivery of customer service operations in a timely manner while complying with all town, state, federal, and Motor Vehicle Codes of Virginia, rules, policies, and procedures. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ▶ Thoroughly review all documentation presented by customers, analyze each customer's needs to identify the most appropriate, efficient service solution.
- ▶ Research files and automated records as necessary to ensure applications are processed correctly and completely.
- ▶ Effectively address difficult transactions and/or upset customers and advise customers of the availability of alternative services.
- ▶ Effectively apply knowledge of Motor Vehicle Laws, regulations, and operational policies and procedures in a consistent and accurate manner.
- ▶ Process transactions in an efficient and timely manner as directed by management by limiting idle time, maximizing total time in service.
- ▶ Balance cash drawer daily.
- ▶ Ensure documents are verified and transactions are processed accurately in accordance with town policies and procedures.
- ▶ Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of customer service management and practices, cash management, inventory control methods and procedures, Microsoft Office products, performance management, process improvement principles, customer service practices, computer systems, and databases. Basic knowledge of the Freedom of Information Act, the Privacy Protection Act, Motor Vehicle Code of Virginia, and DMV policies and procedures related to operations. Effective oral and written communication skills necessary to communicate with all levels of internal and external team members and customers. Ability to accurately record and maintain records. Ability to operate a variety of office equipment to produce complex/technical documents. Ability to establish and maintain effective working relationships with public officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by designated courses and considerable customer support experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

**NOTE:** This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by the Town Administrator. The Town reserves the right to revise or change job duties as the need arises. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential tasks of this job. This job description does not constitute a written contract of employment. **EOE**