



# Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

[clerk\\_treasurer@townofmineral.com](mailto:clerk_treasurer@townofmineral.com)

## Town of Mineral Council Meeting Agenda

August 14, 2023

6:30PM

Call to Order and Roll Call

Pledge of Allegiance

Adopt/Amend Agenda

Public Comment

TAB A Approval of 02.20.23 Council Minutes

TAB B Approval of 07.10.23 Council Minutes

TAB C Accounts Payable - Paid in July

TAB D Town Manager and Staff Reports

Council Committee Reports

Beautification - concrete pads for park benches

### Old Business

TAB E Consideration of the transfer of ownership of the unopened right of way from St. Cecelia Avenue between East 1st and East 2nd streets.

### New Business

TAB F Pay Plan and Personnel Manual Revisions

TAB G Job Descriptions

TAB H Personal Property Tax Relief (PPTR)

TAB I VDOT Issues

TAB J Town Council Conference Attendance Policy

TAB K Direct Town Manager to Publish Public Hearing Notices

Halloween and Christmas events

### Closed Session

In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Mineral Town Council convene in closed session to discuss the appointment of a Town Treasurer and individuals to the Planning Commission.

Mayor Ed Jarvis - Vice Mayor Blair Nipper

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

Reese Peck, Town Manager, Vacant, Town Clerk, Vacant, 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  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB A Approval of Minutes**

**ITEM TYPE: Action**

**PURPOSE OF ITEM: Decision – By Motion**

**PRESENTER: Bernice Kube**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Review and approve the minutes from the January 20, 2023 meeting.

**ATTACHMENTS:**

Town Council Minutes from the January 20, 2023 meeting.

**REQUESTED ACTION:**

Motion to approve.



Town of Mineral Meeting Minutes  
Special Meeting Called by the Mayor to Conduct Monthly Business for February

February 20, 2023

Mayor Jarvis called the meeting to order at 6:30 p.m.

**Roll Call:**

**Members Present**

Ed Jarvis – Mayor  
Blair Nipper – Vice Mayor  
Ron Chapman  
Bernice Kube  
Rebecca McGehee

**Others Present**

Andrea Erard, Town Attorney, present electronically

**Pledge of Allegiance.**

**Adopt/Amend Agenda**

Councilwoman Kube asked that park benches be added to the agenda.

The Town Attorney advised that since this is a special meeting, the agenda cannot be amended unless all members are present.

Councilwoman McGehee asked that prayer be added to the agenda.

The Town Attorney advised that since this is a special meeting, the agenda cannot be amended unless all members are present.

The Mayor said that he would discuss prayer during his report.

Councilman Chapman asked about adding a closed session.

Mayor Jarvis said it would have to wait until Councilwoman McCarthy arrives.

Motion to approve the agenda made by Councilman Chapman, seconded by Vice Mayor Nipper.

**Vote:**

Blair Nipper Aye  
Ron Chapman Aye

Bernice Kube           Aye  
Rebecca McGehee    Aye

Motion passed 4-0-0

**Council Vacancy:**

Mr. Thomas Runnett did not qualify after having been elected as a write-in in the November 2022 election; therefore, there is a Council vacancy. The Court has been notified of the need for a special election. Vacancy needs to be filled until the special election. Tony Wade has submitted his resume for consideration.

Motion to appoint Mr. Wade and authorize the Town Attorney to file for a Writ of Special Election made by Councilwoman Kube and seconded by Councilman Chapman. Councilwoman McGehee asked what the motion was. Mayor Jarvis repeated the motion. Councilwoman McGehee stated that Mr. Wade was definitely needed because he is a minister.

Mayor Jarvis advised Mr. Wade that he needs to go to the Circuit Court Clerk's Office to be sworn in and thanked him for volunteering.

**Vote:**

Blair Nipper           Aye  
Ron Chapman   Aye  
Bernice Kube           Aye  
Rebecca McGehee    Aye

Motion passed 4-0-0

**Public Comment**

Mayor Jarvis called for members of the public wishing to speak during the public comment session.

Rob Spedden, Chestnut Ave. expressed concern about communication in the Town and requested the use of social media to share information. Suggested that the website indicate that the website is being updated so that people know.

Olivia McCarthy arrived during Public Comment at 6:40PM

Susan Groome, Park Ave, the last two years the Town has not sent out real estate taxes to its residents. Residents are receiving a tax bill when the Mortgage company should be receiving it. Appreciates the snowflakes and the plants in Town. Concerned about mattresses in the yard, trees down, etc. She thinks it looks trashy and ghetto.

Tony Henshaw, Louisa Avenue, said the telephone line is hanging low on Louisa Avenue. Needs someone to call about this to raise the line. Streets have not been maintained for a while. Potholes that need attention. Wants to know what the code is about vehicles parked and left on the street. Offered to help with the streets.

Sharon McElway, Mineral Ave. said when she moved here in 2017 the Town Manager knew nothing about the Town. She had hoped to see more communication. Thinks there is a lack of

communication. Trash is an issue. Disappointed that no one cleaned after the Homecoming Parade; still has trash coming into her yard. A couple of years ago a tree caught on fire in front of her house because it wasn't maintained and a tractor trailer pulled a power line down at seven in the morning she had to evacuate her three children and my husband and herself. Wants more transparency.

Bobby Carpenter, building a house on Louisa Avenue, suggested closing the train track. He's between the Town Shop and Loudoun Construction Company.

Mayor Jarvis said he would reach out to him.

Nancy Thomas: 44 Louisa Ave., thanked everyone for serving on Town Council. She asked that Mr. Morgan's property be cleaned up as it is unsightly and has been a problem for a while. She has asked VDOT for curbing on St. Cecelia; is asking for help with the drainage problem from that ballfield. Consider putting upcoming events in the water bills. There is a need for an additional exterior light to the extra parking area adjacent to the town office building. Also need sidewalk benches. Suggested photos of Town Council members at Town Hall so that people know who they are.

Chris Guerre, St. Cecelia, told council the old school property has been an issue for years. Legal enforcing obligation to comply. Two street lights out. One in front of the church, and one in front of Friendly Oaks.

**Adopt /Amend Agenda**

Motion to amend the agenda to add discussion of benches and a closed meeting made by Councilman Chapman, seconded by Councilwoman Kube.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

**Bills**

Councilwoman Kube made a motion to pay the bills and Vice Mayor Nipper provided a second.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

**Town Manager/Mayor's Report:**

- peddler's licenses went out
- town garage needed safety ladder
- truck policy- implemented fee of 50.00 for private use of dump truck

Council had a discussion related to dump truck use-consensus not to charge the fee going forward.

- dog complaints resolved
- Barbecue truck had previously set up next door and asked if he could do that again
- laundromat in town since 2017. A prior town manager authorized use up to 16,000 gallons for \$673 per month. Never approved by Council. Mayor sent owner a rescind notice effective Feb 1 and met with owner.
- Mineral Baptist. church having water pressure issues. We have opened fire hydrants to see if there is a flow issue. They have 3 water meters. One has not been read in years.
- There are fire dept. and laundromat meters that we didn't know existed.

Councilman Chapman suggested an SOP for dealing with water issues.

**Town Attorney Report**  
water & tax delinquencies

**Beautification**

Councilwoman Kube provided a report on park benches and stated that the Town needs to clean up its entry ways.

**Fire/Legal**

Councilwoman McGehee reported that there are fire hydrants without pressure and reminded everyone that there is a no burn law through April.

The Mayor stated that he has visited twelve businesses in Town to get input on what is right and what is wrong.

**Planning Commission**

Councilwoman McCarthy reported that the planning commission has met twice; there is no Comprehensive Plan because it ran out in December. Planning commission is focusing on the Comprehensive Plan and options for bringing in new businesses as well as code enforcement and the use of undeveloped land. There are no opportunities for children except the playground. Suggested a more walkable community. Expand sidewalks and limit truck traffic. Also need to bring the Town Code up to date and make it accessible.

**Budget**

Councilwoman Nipper provided a report on the budget schedule. Councilwoman McCarthy made a motion to approve the meeting schedule as presented with meetings starting at 6:30PM. Councilwoman Kube provided a second.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	No

Olivia McCarthy      Aye

Motion passed 4-1-0

**Cemetery**

Councilwoman McGehee stated that cemetery decorations need to be removed by March 20<sup>th</sup> and that glass vases are not permitted. She said that Lewis Keller would like a sign at the entrance with the rules. Grass cutting may start sooner because of the weather. Councilwoman McGehee asked about cleaning the head stones.

**Personnel**

Councilwoman Chapman provided a personnel committee report and made a motion to accept the Clerk’s resignation; the motion was seconded by Councilwoman McCarthy.

Vote:

Blair Nipper              Aye  
Ron Chapman      Aye  
Bernice Kube              Aye  
Rebecca McGehee      Aye  
Olivia McCarthy      Aye

Motion Passed 5-0-0

**Water/Sewer**

Councilwoman Kube is working on the water and sewer rates and stated that the website is up to date.

**Code of Ethics/Civility Pledge**

Councilwoman Kube made motion to adopt the civility pledge and the code of ethics; Councilman Chapman provided a second. Councilwoman McGehee stated that she has loyalty she has God and her family. Councilwoman Kube called for the question.

Vote:

Blair Nipper              Aye  
Ron Chapman      Aye  
Bernice Kube              Aye  
Rebecca McGehee      No  
Olivia McCarthy      Aye

Motion passed 5-0-0

**Budget Appropriation**

**Budget Approval & Appropriation Resolution**

WHEREAS on February 20, 2023, the Mineral Town Council conducted a duly advertised public hearing on FY 2022-2023 budget in a total amount of \$1,622,301.00; and

WHEREAS the Mineral Town Council approved the FY 2022-2023 budget on June 2022 and appropriated in July 2022 the amount of \$801,150.50 and in January 2023 the Mineral Town Council appropriated \$200,000.00

WHEREAS the Mineral Town Council now seeks to appropriate the remaining funds in the FY 2022-2023 budget.

NOW THEREFORE BE IT RESOLVED by the Mineral Town Council, at its meeting on February 20, 2023, that the amount of \$611,150.50 as set forth in the FY 2022-23 budget document, is here by appropriated for immediate expenditure.

A motion was made by Councilman Chapman to approve the budget resolution; Councilwoman Kube provided a second.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion passed 5-0-0

**Closed Session**

Vice Mayor Nipper made a motion to go into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) for the discussion or consideration of the hiring of a town manager; Councilman Chapman provided a second. Mr. Wade sat in on the closed meeting.

Vote:

Blair Nipper	Aye
Ron Chapman	Aye
Bernice Kube	Aye
Rebecca McGehee	Aye
Olivia McCarthy	Aye

Motion padded 5-0-0

The Mayor declared a five-minute recess at 8:45 PM.

A motion to reconvene in open session and certify that only the matter identified in the motion to go into closed meeting was heard, discussed or considered was made by Councilman Chapman and seconded by Vice Mayor Nipper.

Vote:

Blair Nipper	I so certify
Ron Chapman	I so certify
Bernice Kube	I so certify
Rebecca McGehee	I so certify

Olivia McCarthy I so certify  
Motion passed 5-0-0

Councilman Chapman made a motion to set a meeting of Council on Friday, February 24, 2023 at 6:30 PM for the purpose of going into closed meeting to interview candidates for the position of Town Manager. Councilwoman Kube provided a second.

Vote:

Blair Nipper Aye  
Ron Chapman Aye  
Bernice Kube Aye  
Rebecca McGehee No  
Olivia McCarthy Aye  
Motion passed 5-1-0

**Adjournment**

Councilwoman Kube made a motion to adjourn; Vice Mayor Nipper provided a second.

Vote:

Blair Nipper Aye  
Ron Chapman Aye  
Bernice Kube Aye  
Rebecca McGehee Aye  
Olivia McCarthy Aye

Minutes respectfully submitted by Andrea Erard

Mayor \_\_\_\_\_

Acting Clerk \_\_\_\_\_



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB B Approval of Minutes**

**ITEM TYPE: Action**

**PURPOSE OF ITEM: Decision – By Motion**

**PRESENTER: Bernice Kube**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Review and approve the minutes from the July 10, 2023 meeting.

**ATTACHMENTS:**

Town Council Minutes from the July 10, 2023 meeting.

**REQUESTED ACTION:**

Motion to approve



Town of Mineral Meeting Minutes  
July 10, 2023

**Members Present**

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

**Others present**

Reese Peck, Town Manager  
Andrea Erard, Town Attorney

The mayor called the meeting to order at 6:38 followed by the Pledge of Allegiance.

A motion was made by Councilman Chapman and seconded by Vice Mayor Nipper to adopt the agenda as presented.

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

Motion Passed 6-0-0

Rebecca McGehee reported on the status of the girls and boys Little League results. Telling Council that Mineral was a Little League town. She asked that something be put on the electronic sign touting their success. She would also contact the paper.

Mayor Jarvis reported that there was an unfortunate incident a fire fighter was in an accident and is in intensive care. He asked that she and her family be kept in council's prayers.

## **Public Hearings**

Mayor Jarvis began by telling council that there were five items on the public hearing agenda.

### **Public Hearing Meals Tax**

The Mayor opened the first public hearing, Ordinance Number 2023-03, to increase the meals tax from five percent to 6 percent and to eliminate the requirement that it be used to subsidize water and sewer.

With there being no public comment the Mayor closed the public hearing.

### **Real Estate Tax Rate**

The Mayor opened the second public hearing, Ordinance 2023-04 to codify the real estate tax rate and lower the rate from Twenty-two cents per one hundred dollars of assessed value to twenty cents per one hundred dollars of assessed value.

With there being no public comment the Mayor closed the public hearing.

### **Road Closure**

The mayor opened the public hearing for Ordinance Number 2023-06. ORDINANCE NO. 2023-06 CLOSES AND ABANDONS AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1 ST AND EAST 2 ND STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY MICHELLE COVERT.ORDINANCE NO. 2023-06 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

Paul Stewart Cameron, Jr., spoke to council on the ordinance he said the matter had come before council a few years ago and his father was opposed to it. He said the road would give the land, which belongs to his parents, both access to the front and rear of his property. He said the road goes right behind the water tower and he thought the town had a big stake in the matter as well due to access to the tower in case heavy equipment was needed for repairs. He said his mother was in the nursing home and was now the owner of the property. He as speaking on their behalf. He said the Cameron Family did not want the road closed.

Michelle Covert spoke in favor of the closure she said, for several reasons. Her house was built in 1910 and building were built edge to edge and she has no backyard and small driveway. She said she has a pine tree that drops pine sap on her vehicles. She said she will not pay to cut the tree because it is no on her land and she had spoken to town managers and they told her the town would not pay for it. She said that the property is infested with a vine that is now infesting her property. She said her biggest thing was that the land is not cared for. She said it doesn't get mowed and it is just not taken care of. She said she mows behind her and she mows behind the water tower. She said the whole block is not cared for. She said there was also erosion that was occurring that is not being taken care of. She said she had been there for 20 years and there has been no development or improvements on her block. She said no other adjoining property owners had voiced an objection. She said she had talked to all the others except Howard Loudin. She said that all adjoining property owners had access to two roads because they were on a corner. She said that if St. Cecelia Cameron would be able to use the land that they would acquire as a driveway and would not be required to open the road all the way through. She said the town did not have the resources to care for the undeveloped land.

Councilwoman Kube asked to speak. She said that all the roads in town had always been 50 feet and each person would get 25 feet. Covert said her survey said the road was 60 feet.

Cameron asked to speak again. He asked who was responsible if the road were to be opened, the homeowner or the town? He further asked when does it get turned over to the state?

The Mayor told Cameron that after the individual brought the roads up to state standards the state would take it over. However, the town gets a quarter mile each year and it may be several years before it happens.

Cameron said he did not know the process. That was why he was asking. He asked if he wanted to open the road could it just be opened on his property. The mayor said it would be end to end and it the person asking for the road to be opened would be responsible. Cameron asked if he built the road and paid for it would the road be his property. The mayor said it would not the roads belonged to the town. Cameron also brought up that Mr. Loudin, an adjoining property owner was not present to give his opinion. Covert interjected that if you wanted to open the road you have to open it end to end. If you wanted to put in a driveway from Frederickshall Rd. you could.

Cameron said that again Mr. Loudin was not present to make his wishes known.

The Mayor said that he would skip number four until council voted. He closed the public hearing.

## **Minutes**

### **May 9, 2023 Minutes**

A motion was made to approve the May 9, 2023 minutes as presented by Ron Chapman. Seconded by Olivia McCarthy.

Michelle Covert – Abstain

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion passed 5-0-1

### **May 24, 2023 Minutes**

Rebecca McGehee – Yes

A motion was made by Vice Mayor Nipper and seconded by Ron Chapman to approve the May 24, 2023 minutes as presented.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes  
Michelle Covert – Abstain

Motion Passed 5-0-1

### **June 12, 2023 Minutes**

A motion Was made by Ron Chapman to approve the June 12, 2023 minutes as approved. Second by Councilwoman McCarthy. Debbie Moon, a member of the audience, disputed her comments in that meeting as well as the comments of Mike Handrahand.

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

Motion Passed 6-0-0

### **June 22, 2023 Minutes**

A motion was made to approve the Jun 22, 2023 minutes by Ron Chapman and seconded by Vice Mayor Nipper.

Councilwoman McCarthy asked why she was listed as absent. Councilwoman Kube brought to her attention that she was listed in the minutes as joining the meeting at 6:40 p.m.

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

Motion Passed 6-0-0

### **Bills**

Reese Peck, Town Manager notified council that there was an ordinance that was never implemented and the appropriation said the town manager would pay bills in a timely manner. So beginning in August it will not be bills to be paid but will be a report of bills paid. He said in the event of an extraordinary circumstance, which would be brought to council's attention.

Ron Chapman made the motion to approve the Bills for June 2023, as presented. Bernice Kube seconded the motion.

Rebecca McGehee – Yes  
Michelle Covert – Yes  
Bernice Kube – Yes

Vice Mayor Nipper – Yes  
Ron Chapman – Yes  
Olivia McCarthy – Yes

Motion Passed 6-0-0

### **DMV Manager Report**

Reese Peck reported for Shannon Hawkins. He said the DMV had exceeded revenue expectations for the year. DMV had issues with computer and a holiday as well as systems down. However, he said Hawkins had been staying late to process DMV Work for the dedicated service group and generated \$8000 worth of transactions.

### **Town Manager Report**

The engagement letter has been finalized with Brown and Edwards Accountants. He had a meeting with the firm that he felt went extremely well. They were able to retrieve information from QS1 system. He said the general ledger was in order. They will be coming in with a team of accountants and should move along smoothly as long as the computer system complies.

He has prepared some analysis for the personnel committee. He had set up a pay hierarchy for the entire staff and will need new job descriptions.

The USDA has given an extension and the engagement letter has been sent in. The USDA rep sent it to the state to say the town is making a good faith effort to get the audit done.

Peck said that the town was overdue for the USDA compliance audit. They will be doing interviews with current employees and former employees and the former mayor and council.

Mayor Jarvis explained that the audit was a result of the USDA loan taken to build the town hall. He said that they had never asked to have an audit until now. They will be looking to make sure the town water is paying for itself. Otherwise they will require a further increase in rates.

Peck also said he was initiating starting the agenda management and the webpage updates. He said they would need the format of agenda, work reports and minutes. He said he would put together some proposals for formats. It would be integrated in the website.

### **Personnel**

Councilman Chapman said that the committee would get with the manager to set up a time for a personnel meeting.

### **Utility Committee**

Chairwoman Kube reported that the committee would hold its regular monthly meeting but at this time had not been scheduled. She said the committee was in the process of defining projects, their priority and when they would begin.

Michelle Covert said she had received feedback from someone in the community that asked why the town was not using their wells. She said that council should inform citizens, but she didn't have enough information.

The mayor said that the town only had one working well and the rest were dead. That was why the town is buying county water. He said it would cost a quarter million dollars to dig a new well.

### **Cemetery**

Chairwoman McGehee said all was well at the cemetery. The grass was being cut.

### **Fire**

Councilwoman McGehee reported that there was an accident involving a company 2 fire truck. She said it was involving a paid firefighter. She reported the AG Fair will be at Walton Park July 27-29. She said the Fireman's fair went well.

Vice Mayor Nipper asked if the firefighters had received the word not to wash vehicles. The mayor said he had talked to the fire chief.

### **Public Affairs**

Chairwoman McCarthy reported that she had produced a newsletter but had not gotten to the Post Office to see what the price would be to send it out to all PO Boxes. She said perhaps she should prepare a page on utilities to bring the public up to speed. She would continue to use social media to inform citizens and boost local business.

### **Mayor Report**

The mayor reported that the new electronic sign is bright at night. He asked if there was a way to dim it at night. Councilwoman Kube said she would check with the company to see if there was a way to program the brightness.

### **Town Attorney Report**

Andrea Erard, Town Attorney reported that she had sent out a draft of the February minutes. She said she was working with the town manager on meals tax collection and water collection.

She said as of July 1, Tick Tock is not allowed on any government devices. Websites must be ADA Compliant. Councilwoman McCarthy asked if there was any place that she could find that information. The attorney said she would try to get that information. Councilman Chapman asked if council should hold off on social media until they had the information. The attorney said that the technical answer was yes but it would risk possibly getting a complaint since the public had expressed their strong desire for increased communication.

Erard said as of July 1 there were new advertising requirements. First advertisement not to run 14 days before the meeting. The fist ad has to be within a 14-day window.

She reported that Ronald Morgan, owner of the old school property, had declared bankruptcy on June 12. All assets are frozen. She said she believes council has a valid recorded lean. The attorney said the lean held by the town was not a judgment lean if was to recover cost, and normally they have no

expiration. She did not know where council will rank in list of creditors. She said at the current time things were in a holding pattern.

Erard presented her resignation as town attorney. She said she would continue to monitor the Morgan situation.

Mayor Jarvis thanked her for her service to the town.

### **Beautification**

Chairwoman Kube reported that the park benches had been delivered. Flower beds are being attended to by herself as well as Councilwoman McCarthy and Councilman Chapman. Kube also asked for new flags for the front of the building.

### **Old Business**

#### **Zoning Administrator**

Mayor Jarvis reported that he had reached out to the county planning department to get a name for appointment as zoning administrator. He had reached out but had not heard back from that individual. He said as of now there are quite a few things that need a zoning administrators' attention/action.

Reese Peck said that a citizen has stopped by several times and council could not keep putting things off because they had not made an appointment. Councilman Chapman asked if it was something that Peck could handle. He said the current matter was simple and he could take care of it. He said it was not a major rezoning it was setbacks. He said he could probably get help if he needed it.

Vice Mayor Nipper made the motion to appoint Reese Peck, Town Manager, as zoning administrator. Councilman Chapman seconded the motion.

## **Resolution 2023-007**

### **A RESOLUTION FOR THE APPOINTMENT OF A ZONING ADMINISTRATOR**

**WHEREAS** the Town of Mineral currently has no Zoning Administrator.

**WHEREAS** the Code of Virginia permits, and the Town of Mineral Code requires the Town Council to appoint a Zoning Administrator.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of Mineral on this the 10th day of July 2023, does hereby appoint Reese Peck as the Zoning Administrator for the Town of Mineral.

**ORDERED THIS** THE 10<sup>th</sup> DAY OF JULY 2023.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING

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

Motion Passed 6-0-0

**New Business**

**Meals Tax**

**ORDINANCE NO. 2023-03**

AN ORDINANCE TO INCREASE THE MEALS TAX FROM FIVE PERCENT TO SIX PERCENT.

BE IT ORDAINED by the Mineral Town Council that the Mineral Town Code, Chapter 389, "Taxation," Article V, "Meals Tax," section 389-26 be amended to read in its entirety as follows:

"§ 389-26 Levy of tax.

There is hereby imposed and levied by the Town of Mineral on each person a tax at the rate of six percent (6%) on the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not. There shall be no tax if the total amount paid is \$0.50 or less; on larger amounts, a fractional cent of tax shall be rounded to the next higher cent. The tax shall be collected in the manner and at the time prescribed by this article."

This Ordinance shall take effect upon adoption.

Councilman Ron Chapman made the Motion. Olivia McCarthy seconded the motion.

Rebecca McGehee – Yes  
Olivia McCarthy – Yes

Ron Chapman – Yes  
Vice Mayor Nipper – Yes  
Bernice Kube – Yes  
Michelle Covert – Yes

Motion passed 6-0-0

Mayor Jarvis asked for the word to get to area businesses that pay meals tax with the new rate. Reese Peck said that the meals Tax for the current month is collected the following month and the current month would still be at the old rate.

James Snider asked if the meals tax would include the vendors at the farmer’s market? He said if council did not exempt them like they had done with the business License one could argue that they should pay the meals tax.

Councilman Chapman said that the vendors are under the umbrella of the farmers market and they were not a registered businesses in the town and would not be considered for the meals tax.

**Real Estate Tax Rate**

**ORDINANCE NO. 2023-04**

AN ORDINANCE TO CODIFY THE REAL ESTATE TAX RATE  
AND LOWER THE RATE FROM TWENTY-TWO CENTS PER  
ONE HUNDRED DOLLARS OF ASSESSED VALUE TO  
TWENTY CENTS PER ONE HUNDRED DOLLARS OF  
ASSESSED VALUE.

BE IT ORDAINED by the Mineral Town Council that the Mineral Town Code, Chapter 389, “Taxation,” Article I, “General Provisions” be amended by adding a new section to read in its entirety as follows:

“§389-1.1. Real estate tax rate.

The tax rate for real property shall be twenty cents (.20) per one hundred dollars (\$100) of the assessed value.”

This Ordinance shall take effect upon adoption and be retroactive to January 1, 2023.

Ron Chapman made the motion to adopt the ordinance. Second by Bernice Kube.

Chapman asked if the staff would let the county know that the rate had dropped. Mayor Jarvis said they would make sure that they knew.

Councilwoman McGehee asked if the mortgage companies would be notified. Citizens had complained that taxes were not being paid by the mortgage company.

Vice Mayor Nipper said in the future the tax tickets would be processed with the new software which would be a lot cheaper and would fix those problems.

The mayor called for the vote.

Michelle Covert – Yes

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman - Yes

Motion Passed 6-0-0

### **Water Sewer Rates**

#### **ORDINANCE NO. 2023-05**

AN ORDINANCE TO AMEND THE FEES CHARGED FOR WATER/SEWER SERVICE

BE IT ORDAINED by the Mineral Town Council, at its regular monthly meeting on the 10th day of July 2023

that the Mineral Town Council sets the utility rates as follows:

#### **Water & Sewer Residential Rates**

##### **Town of Mineral**

Users Usage Water Rate Sewer Rate

In-Town Under 1,500 gallons flat rate \$20.00, sewer \$30.00

All Other In-Town 1st 3,000 gallons \$30.00, sewer \$40.00

Over 3,000 gallons \$9.00/1,000 gallons, Sewer \$12.00/1,000 gallons

Users Usage Water Rate Sewer Rate

Out-of-Town 1st 3,000 gallons \$35.00, sewer N/A

Over 3,000 gallons \$10.00/1,000 gallons, sewer N/A

#### **CONNECTION RATES for WATER plus installation cost**

Residential Water Connection Fee – Per Single Family unit- 5/8” Plus \$6,780.00

Commercial/Large Water Connection Fee – 1” plus \$16,840.00

Commercial/Large Water Connection Fee – 1.5” plus \$ 28,400.00

Commercial/Large Water Connection Fee – 2” plus \$43,265.00

Commercial/Large Water Connection Fee – 3” plus \$ 73,600.00

Commercial/Large Water Connection Fee – 4” plus \$ 117,465.00

Commercial/Large Water Connection Fee – 6” plus \$234,335.00

CONNECTION RATES for SEWER CONNECTIONS plus installation cost

Residential Sewer Connection Fee-1’ to 4”- Per family unit plus \$10,720.00

Commercial/Large Sewer Connection Fee – 1.5”- Plus installation \$23,865.00

Commercial/Large Sewer Connection Fee – 2”- Plus installation \$86,200.00

Commercial/Large Sewer Connection Fee – 4”- Plus installation \$211,000.00

Commercial/Large Sewer Connection Fee –6”- Plus Installation \$430,000.00

Solid Waste Collection Rate Schedule (Out-of- Town Only)

Residential Rate: \$310 per year

This Ordinance shall take effect upon adoption.

The mayor called for a motion. Motion made by Michelle Covert. Second by Olivia McCarthy.

Councilwoman McGehee told council that they would be raising the sewer rate over 35.59% over 3000 gallons and that was outrageous. She said she felt the rate was outrageous and the people that had sewer were being punished. She said with sewer her water bill could be as much as \$100.

Councilwoman Nipper said until some of the man holes were fixed it was nothing that they could do.

The mayor said that he understood but if the rates had increased over time the bite may not have been as bad.

Reese Peck said the council could request a preliminary engineering report to identify what needs to be repaired, which would be paid for out of revenues.

Councilwoman Covert said she had received feedback that the town barley had enough water pressure to sell now. She gave an example of the Baptist Church where the water is being wasted because they don’t have enough pressure to run what is required to have. She said the town was falling short on what the town is providing to them. She said the town should do the right thing.

Councilwoman Kube said that she recollected that the church water pressure was probably their own fault since they put in a three-inch line instead of the required six-inch line to save money when they built the family life center.

Councilwoman Nipper said the town's rates were the lowest locality around and the rates needed to be raised.

The mayor called for the vote.

Michelle Covert – Yes

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – No

Motion Passed 5-1-0

### **Road Closure**

#### **ORDINANCE NO. 2023-06**

ORDINANCE NO. 2023-06 CLOSES AND ABANDONS AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1 ST AND EAST 2 ND STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY MICHELLE COVERT.

ORDINANCE NO. 2023-06 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on July 10, 2023, that an unopened right of way from St. Cecelia Avenue between East 1st and East 2nd Streets in the Town of Mineral be closed and abandoned for the purpose of additions to adjoining lots, and may be conveyed to the property owners on either side of the vacated and abandoned right of way, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line by quitclaim deed, unless one of the property owners declines to accept half of the right of way, in which case the entire width of the right of way shall be conveyed to the property owner on the other side by quitclaim deed.
2. The property owner(s) shall be responsible for the preparation of such necessary

surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney and obtaining approval for a boundary line adjustment.

3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.

4. The property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

The Mayor said that there seemed to be a couple of opinions that Mr. Loudin is not here to represent himself. He said the council needed to decide whether to hold off the vote until next month or not.

Councilman Chapman asked if the council had to re-advertise the matter to which the attorney said no. Councilman Chapman then asked the mayor was if he thought there was any urgency in accepting or denying the matter at the meeting.

Mayor Jarvis answered that he did not.

Councilman Chapman said that he thought the council should send Mr. Loudin a letter from the town manager and if he does not appear at the next meeting his opinion would be immaterial.

Councilwoman McGehee asked Mr. Cameron if his stand was to keep the roads open.

Cameron answered yes. He said he was not prepared for the current meeting since he only had four days' notice before the meeting. He said the way the ordinance is written if he did nothing would the road divert back to the town.

Andrea Erard, Town Attorney, answered that the way it would work is that if he declined to participate the other property owner would have the chance to purchase the entire road.

Cameron also read section two of the ordinance which reads, the property owner(s) shall be responsible for the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney and obtaining approval for a boundary line adjustment.

He asked why he would be responsible for all of the requirements in section two when he didn't want it to happen. He asked why it was not the responsibility of the person requesting it.

Mayor Jarvis answered that that is why if you don't want to be part of it, the other property owner gets the whole road.

Cameron told council he felt like he was being penalized.

The mayor said he had spent three years in litigation on the matter and it did not make sense.

Councilwoman Kube said that in the past, when roads were closed the town attorney prepared the deed and provided it to the citizen and there was no requirement for a survey. She said all the citizen had to

do was to take the deed to the court house and record it. She didn't know where all the new requirements came from.

Covert commented that she had never heard of anyone having to do it this way.

Andrea Erard commented that this was the way it was done for the past several. She said the council had the ability to change the terms of the ordinance.

Cameron said he did not agree that if he was not in favor of the closing the road that the other property owner received the whole property. He said he was not abandoning the road, he just wasn't in favor of the closure.

He said the last thing he didn't agree with was that the town retained a right of way or future use. He said if the town was going to charge him he would charge the town.

Mayor Jarvis said that the town was not charging him.

Councilwoman McGehee asked Cameron to confirm that he wanted to keep the street open.

Cameron replied that he wanted to keep the street open, but he did not want to be penalized. Cameron asked that council table the vote until next month.

Councilman Chapman made the motion to table the ordinance until the next meeting and that all parties would be notified. Second by Vice Mayor Nipper.

Michelle Covert – Abstain

Bernice Kube - Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-0-1

The mayor said there was no need to go into closed session.

Councilwoman McGehee asked was there any way to recoup the money that the landowner of the old school property, owes to the town.

Erard said the town would have to file a claim with the court.

Motion to adjourn was made by Councilwoman Kube. Second Councilman Chapman.

Michelle Covert – Yes

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 6-0-0

Meeting Adjourned.

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

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

DRAFT



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab C Accounts Payable – Paid in July**

**ITEM TYPE: Accounts Payable**

**PURPOSE OF ITEM: Decision – By Motion**

**PRESENTER: Patty Finch**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Review and approve the bills paid in July.

**ATTACHMENTS:**

Bills paid in July.

**REQUESTED ACTION:**

Motion to approve

## July 2023 Accounts Paid

<i>Vendor</i>	<i>Account Codes</i>	<i>Description</i>	<i>Amount</i>
Anthem	Employee Insurance - Health		\$ 1,794.00
Central Virginia Contractors	Repair/Maintenance W & S	Waterline breaks @ Louisa Av. In front of Duke Oil & 2 different locations on Tolersville Rd	\$ 1,616.50
Comcast	Internet		\$ 450.91
Lakeway Publishers of VA	Advertising	Budget & Public Notice for W & S	\$ 4,497.78
Ricoh	Office Supplies	Copier/Toner 91	\$ 423.97
Ricoh	Office Supplies	Copier Rental 19	\$ 796.99
USDA	Service Loan		\$ 1,466.00
USDA	Water Loan		\$ 4,509.00
VRSA Renewal	Insurance	Insurance Renewal 7/1/23 - 7/1/24	\$ 3,563.00
			<b>\$ 19,118.15</b>
Prepared by PGF			



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab D Town Manager, Staff Reports and Council Committee Reports**

**ITEM TYPE: Informational Item**

**PURPOSE OF ITEM: Discussion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**ATTACHMENTS:**

DMV July Revenues

**REQUESTED ACTION:**

Direction on concrete pads.

<b>July Monthly Revenue</b>		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Percentage</i>
07/05/2023	\$4,301.47	\$212.05
07/06/2023	\$83,478.21	\$4,115.24
07/07/2023	\$93,829.53	\$4,625.53
07/10/2023	\$26,305.06	\$1,296.77
07/11/2023	\$35,212.23	\$1,735.86
07/12/2023	\$22,452.99	\$1,106.87
07/13/2023	\$61,248.61	\$3,019.38
07/14/2023	\$17,796.68	\$877.33
07/17/2023	\$40,551.47	\$1,999.07
07/18/2023	\$27,362.13	\$1,348.88
07/19/2023	\$40,841.60	\$2,013.38
07/20/2023	\$5,289.72	\$260.77
07/21/2023	\$44,539.75	\$2,195.68
07/24/2023	\$26,222.32	\$1,292.69
07/25/2023	\$27,521.91	\$1,356.75
07/26/2023	\$50,503.14	\$2,489.66
07/27/2023	\$78,446.14	\$3,867.17
07/28/2023	\$10,806.97	\$532.75
07/31/2023	\$91,161.18	\$4,493.99
<b>Total</b>	<b>\$787,871.11</b>	<b>\$38,839.82</b>



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab E unopened right of way from St. Cecelia Avenue between East 1st and East 2nd streets.**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision by Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Action on ORDINANCE NO. 2023-06 was deferred to August 14, 2023, to allow for notice to be given to all affected landowners and to provide them with an opportunity to comment.

**ATTACHMENTS:**

ORDINANCE NO. 2023-06 Vacate & Sell Unopened Road  
Affected landowners notice - Ordinance 2023-06

**REQUESTED ACTION:**

Adopt, decline or defer.

**NOTICE OF PUBLIC HEARING**  
**TO AFFECTED PROPERTY OWNER**

\*\*As a possible affected property owner you are being sent this notice.\*\*

On Monday, July 10, 2023, at 6:30 p.m. at a regular meeting at the Mineral Municipal Building, 312 Mineral Avenue, Mineral, Virginia, the Mineral Town Council held a public hearing on ORDINANCE NO. 2023-06 to close and abandon an unopened right of way from St. Cecelia Avenue between East 1<sup>st</sup> and East 2<sup>nd</sup> Streets in the Town of Mineral. The request to close and abandon the street was made by Michelle Covert. Ordinance No. 2023-06 was considered pursuant to the grant of authority contained in Va. Code Section 15.2-2006.

The Council extended public comment on the proposed ordinance until August 14, 2023. Comments can be submitted by mail to the attention of the Town Manager at P.O. Box 316, Mineral, VA 23117; by email to [townmanager@townofmineral.net](mailto:townmanager@townofmineral.net) or in person at the August 14, 2023, regular Town Council meeting.

Attachment: Ordinance 2023-06

ORDINANCE NO. 2023-06

ORDINANCE NO. 2023-06 CLOSES AND ABANDONS AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1<sup>ST</sup> AND EAST 2<sup>ND</sup> STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY MICHELLE COVERT. ORDINANCE NO. 2023-06 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on July 10, 2023, that an unopened right of way from St. Cecelia avenue between East 1<sup>st</sup> and East 2<sup>nd</sup> streets in the Town Of Mineral be closed and abandoned for the purpose of additions to adjoining lots, and may be conveyed to the property owners on either side of the vacated and abandoned right of way, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line by quitclaim deed, unless one of the property owners declines to accept half of the right of way, in which case the entire width of the right of way shall be conveyed to the property owner on the other side by quitclaim deed.
2. The property owner(s) shall be responsible for the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney and obtaining approval for a boundary line adjustment.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. The property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

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Town Manager

ORDINANCE NO. 2023-06

ORDINANCE NO. 2023-06 CLOSES AND ABANDONS AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1<sup>ST</sup> AND EAST 2<sup>ND</sup> STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY MICHELLE COVERT. ORDINANCE NO. 2023-06 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on July 10, 2023, that an unopened right of way from St. Cecelia avenue between East 1<sup>st</sup> and East 2<sup>nd</sup> streets in the Town Of Mineral be closed and abandoned for the purpose of additions to adjoining lots, and may be conveyed to the property owners on either side of the vacated and abandoned right of way, subject to the following terms and conditions:

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4. The property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

---

Town Manager



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab F Pay Plan and 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 - page 15 of the Town's Personnel Manual**

The pay scale system includes the pay scales assigned to the employee classifications.... Significant changes in duties, responsibilities, working conditions, or other factors shall be considered during the annual review of the pay scale. The Town's pay scale contains basic entry and maximum pay levels.

Pursuant to this provision the Personnel Committee recommended the following pay scale and position classifications be adopted by the Council.

The Personnel committee recommends several amendments to align the manual with current office practices and the Town manager's contract.

**ATTACHMENTS:**

1. Proposed pay scale and position classifications.
2. Personnel Manual Revisions

**REQUESTED ACTION:**

Motion to approve proposed pay, position classifications and Personnel Manual revisions.

## Proposed Pay Structure Annualized

Department/ Position	FLSA Status	Pay Range		
Town Administration		Min.	Mid.	Max.
<i>Town Manager (Part-time paid hourly rate)</i>	Non-Exempt	\$75,000	\$95,293	\$118,739
<i>Treasurer/Cemetery Manager</i>	Exempt	\$47,424	\$61,307	\$75,190
<i>Clerk/Special Projects</i>	Exempt	\$47,424	\$61,307	\$75,190
DMV Select		Min.	Mid.	Max.
<i>DMV Manager</i>	Exempt	\$47,424	\$61,307	\$75,190
<i>DMV Assistant Manager</i>	Non-Exempt	\$39,520	\$51,954	\$64,388
<i>Dedication Service Rep</i>	Non-Exempt	\$37,593	\$48,871	\$60,148
<i>DMV Front Desk Rep</i>	Non-Exempt	\$34,098	\$44,327	\$54,556
<i>DMV Trainee</i>	Non-Exempt	\$31,200		
Grounds & Facility Maintenance		Min.	Mid.	Max.
<i>Water System Operator (Part-time salary)</i>	Non-Exempt	\$24,700		
<i>Part-Time Lead Maintenance Worker</i>	Non-Exempt	\$41,446	\$53,880	\$66,314
<i>Part-Time Maintenance Worker</i>	Non-Exempt	\$37,593	\$48,871	\$60,148
Cemetery		Min.	Mid.	Max.
<i>Part-Time Cemetery Grounds Keeper</i>	Non-Exempt	\$37,593	\$48,871	\$60,148

## Proposed Pay Structure Hourly (Exempt Annualize)

Department/ Position	FLSA Status	Pay Range		
Town Administration		Min.	Mid.	Max.
<i>Part- Time Town Manager</i>	Non-Exempt	\$36.06	\$45.81	\$57.09
<i>Treasurer/Cemetery Manager</i>	Exempt	\$47,424	\$61,307	\$75,190
<i>Clerk/Special Projects</i>	Exempt	\$47,424	\$61,307	\$75,190
DMV Select		Min.	Mid.	Max.
<i>DMV Manager</i>	Exempt	\$47,424	\$61,307	\$75,190
<i>DMV Assistant Manager</i>	Non-Exempt	\$19.00	\$24.98	\$30.96
<i>Dedication Service Rep</i>	Non-Exempt	\$18.07	\$23.50	\$28.92
<i>DMV Front Desk Rep</i>	Non-Exempt	\$16.39	\$21.31	\$26.23
<i>DMV Trainee</i>	Non-Exempt	\$15.00		
Grounds & Facility Maintenance		Min.	Mid.	Max.
<i>Part-time Water System Operator (salary)</i>	Non-Exempt	\$12,980		
<i>Part-Time Lead Maintenance Worker</i>	Non-Exempt	\$19.93	\$25.90	\$31.88
<i>Part-Time Maintenance Worker</i>	Non-Exempt	\$18.07	\$23.50	\$28.92
Cemetery		Min.	Mid.	Max.
<i>Part-Time Cemetery Grounds Keeper</i>	Non-Exempt	\$18.07	\$23.50	\$28.92



**Town of Mineral**  
Post Office Box 316  
312 Mineral Avenue  
Mineral, VA 23117  
Phone 540-894-5100  
[www.townofmineral.com](http://www.townofmineral.com)  
[mineral@louisa.net](mailto:mineral@louisa.net)

# Personnel Policy and Employee Handbook

**Approved by Town Council April 10, 2023**

## **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with the Town of Mineral and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Read, understand, and comply with all provisions of the handbook. This handbook explains many of the Town's policies. It describes many of your responsibilities as an employee and outlines the programs developed by the Town of Mineral to benefit employees. One of the Town's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Town of Mineral continues to grow, needs arise and the Town Council reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Employment-at-will simply means that either the Town or the Employee can terminate employment as we are not contractually bound to each other. As public employees we work at the pleasure of an elected Town Council. As with any organization, finances and circumstances may periodically dictate that positions be added or eliminated. It is the policy of the Town Council to assure that the best, most conscientious and productive employees remain in the service of our Town.

The Town may find it necessary to periodically revise our policies and procedures related to its employees. Employees will, of course, be advised of such changes in the form of amendments to this handbook as they occur.

## **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about the Town of Mineral, and I understand that I should consult the Town Manager regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town of Mineral Council has the authority to adopt any revisions to the policies in this handbook.

As public servants of the Town of Mineral, we serve at the pleasure of an elected Town Council. The Town Council in turn is accountable and serves at the pleasure of the citizens of Mineral. Either the Town of Mineral or I may terminate this employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received and read the handbook, and I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it.

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**EMPLOYEE'S NAME (TYPED OR PRINTED)** \_\_\_\_\_

**DATE** \_\_\_\_\_

**NOTE:** Once sign by employee this sheet will be added to the employee personal file

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## ***NATURE OF EMPLOYMENT***

Employment with the Town of Mineral is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, the Town of Mineral may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state laws.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town of Mineral and any of its employees. The provisions of the handbook have been developed at the discretion of the Town Council and, may be amended or canceled at any time, at Town Council's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Mineral Town Council. The Town Council of Mineral entrusts the Town Manager to act as the Chief Administrative Officer of the Town and acting on behalf of the Town Council, to supervise all personnel functions including hiring, firing, demotion, promotion and reduction in work force as circumstances may require. In the absence of a Town Manager under the town charter and town code the Mayor will become the interim town manager until town council hires a full time town manager

## ***EMPLOYEE RELATIONS (OPEN DOOR POLICY)***

The Town of Mineral believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in local government. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor or the Town Manager, who will report promptly to Council for consideration.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent; communications can be clear; and attitudes can be positive. We believe that the Town of Mineral amply demonstrates its commitment to employees by responding effectively to employee concerns.

Should you encounter or perceive problems we want to know about them. If warranted, the appropriate corrective measure will be implemented. Your supervisor and the Town Manager are dedicated to channeling your efforts into positive results that improve everyone's quality of life. This benefits the Town, its citizens, and you the employee. We are a team and we will work together to improve our skills and services.

## ***EQUAL EMPLOYMENT OPPORTUNITIES***

All applicants are required to meet the standards or requirements for the position as set forth in the job description.

➤ *Overview*

The Town is committed to providing equal employment opportunities to all applicants and employees and to providing a nondiscriminatory work environment in which employment opportunities are based solely on the employee's knowledge, skills and abilities.

➤ *Commitment*

The Town shall provide equal opportunities in all personnel management activities to employees and applicants for employment. Opportunities and decisions shall be based on merit, qualifications and competence without regard to race, color, sex, national origin, marital status, age, religion, political affiliation, disability, pregnancy or citizenship (except where an occupational qualification is needed regarding the particular position).

The Town will not tolerate discrimination or harassment based upon race, religion, color, sex, age, national origin, disability, marital status, pregnancy, or citizenship status. This directive governs all aspects of employment including, but not limited to: recruitment, hiring, transferring, promoting, demoting, compensation, benefits, job assignment, disciplinary actions, dismissal, lay off, return from layoffs and training.

➤ *Persons with Disabilities*

For qualified applicants and employees with disabilities, the Town shall provide reasonable accommodations that do not impose an undue hardship on the Town.

A disability is a physical or mental impairment that substantially limits one or more major life activities of that individual, including the ability to perform essential job tasks. Major life activities include (but are not limited to) eating, performing manual tasks, seeing, hearing, breathing, walking, lifting, bending, reading, working, communicating, thinking, interacting with others, working, other normal activities of life, including the operation of body functions.

A person with a disability who may need an accommodation for the disability should make a request to the supervisor or the Town Manager. Once a request for an accommodation is received, a meeting with the employee will be held to understand what limitations are imposed by the disability and what accommodations may be effective. Supervisors should be mindful that requests for accommodations may be made informally and a follow up should be taken on all requests whether in writing or not.

An employee must be qualified for the position and be able to perform its essential functions, with or without accommodations. An accommodation, if reasonable, will be made whenever possible; however, requests for an accommodation that would not be effective, or would result in an undue hardship, or that would pose a direct threat to health and safety will be rejected.

➤ *Harassment*

Any form of harassment is unacceptable. Harassment includes the creation of a hostile work environment. If an employee believes that the work environment is hostile or if there is harassment based on race, religion, color, sex, age, national origin, disability, marital status, pregnancy or citizenship status, a complaint should be made immediately according to the procedures set forth in the reporting section of this policy. Whenever possible, the employee should tell those who are engaging in harassing conduct that these actions and words are not welcomed.

➤ *Sexual Harassment*

Sexual harassment is a particular form of harassment which can manifest itself in subtle ways. The following list is intended to illustrate conduct which would constitute sexual harassment:

- Solicitation of sexual favors accompanied by either an expressed or implied promise of favorable job treatment or a threat concerning the terms or conditions of the employee's employment.
- Pressure for sexual favors, including implications or threats that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, assignments, wages, promotion, terms or conditions of employment or future job opportunities.
- Unwelcome behavior that is offensive to a reasonable person, such as:
  - Sexual flirtations, advances, propositions or suggestions.
  - Verbal abuse of a sexual nature, sexually related comments or jokes, graphic or degrading comments about an employee's appearance, or the display of sexually suggestive objects or pictures.
- Other behaviors or conduct of a sexual nature.

As with all forms of harassment, sexual harassment is not to be tolerated and should be reported immediately. Hostile, derogatory comments and demeaning actions are not to be tolerated.

➤ *Reporting Discrimination, Harassment, Retaliation*

Anyone observing or experiencing harassment or discriminatory conduct should report it immediately to the supervisor or the Town Manager. If the complaint involves the supervisor or the Town Manager, the complaint should be brought directly to the Mayor or, in appropriate circumstances, to the Town Council. Complaints will be investigated.

Although a complaint does not have to be in writing, it is helpful to have a written report with as many facts as can be recalled. Once received, the conduct will be investigated and appropriate steps to remediate the situation will be taken including taking action(s) to

prevent such conduct from recurring in the future. If a complaint is made and there appears to be no follow-through on investigating the complaint, the employee should immediately bring the complaint to the Mayor. The investigation may include, but is not limited to, interviewing the employee who brought the complaint, as well as other personnel, to obtain sufficient information on which to make a determination of the situation.

If the complaint is founded, the person(s) responsible for the discrimination or harassment will be disciplined. Supervisors are expected to oversee the workplace to prevent any incidents of harassment occurring in the future.

➤ *Consequences*

Supervisors who allow any type of discriminatory conduct or harassment to occur or fail to respond accordingly to allegations of such conduct will be subject to disciplinary action, up to and including termination of employment. Anyone engaging in discriminatory conduct or harassment will be subject to disciplinary action, up to and including termination of employment.

***OPERATION OF TOWN-OWNED MOTOR VEHICLES***

Any candidate for employment who will operate a government owned motor vehicle must possess a valid Virginia driver's license at the time of employment. Applicants will be required to show proof of possession of the required license. All applicants will be required to provide a current copy of their driving record from the Department of Motor Vehicles. All drivers of government owned motor vehicles shall obey all traffic rules and regulations prescribed by law and shall use every safety measure possible to prevent accidents.

If an employee's driver's license is suspended by the Department of Motor Vehicles or by any court of the Commonwealth during employment, the employee must immediately notify his/her Department Head.

***CONDUCT***

All Town employees are expected to discharge their duties conscientiously and to conduct themselves in a manner, which will reflect favorably upon the Town of Mineral.

1. Each employee shall refrain from any use of his/her official position which is motivated by the desire for private gain for himself/herself or any other person.
2. Each employee shall exercise care in his/her personal financial activities to avoid any appearance of acting on the basis of information obtained in the course of performing his/her Town activities. If an employee is required under Section 2.2-3115 of the Code of Virginia, "State and Local government Conflicts of Interest Act," to file any disclosure statement, he or she is responsible for complying with the Act.

3. An employee shall not use his/her Town position in any way to coerce or give the appearance of coercing another person to provide any financial benefit to the employee or to other persons.
4. An employee shall avoid any action that might result in giving preferential treatment to any organization or person, losing his/her independence or impartiality of action, or affecting adversely the confidence of the public in the integrity of the Town government
5. An employee who witnesses another employee engaging in an unlawful act on the job shall report the act to his/her supervisor without threat of reprisal.

### ***GIFTS AND GRATUITIES***

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business of the Town government. These limitations are not intended to prohibit the acceptance of articles of negligible value that are distributed generally, nor to prohibit employees from obtaining loans from regular lending institutions.

### ***ACCESS TO PERSONNEL FILES***

The Town of Mineral maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. These files are not subject to public disclosure as provided under the Government Data Collection and Dissemination Practices Act or under the Virginia Freedom of Information Act.

Personnel files are the property of the Town of Mineral, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Town of Mineral who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Town Manager. With reasonable advance notice, employees may review their own personnel files in the Town Manager's office and in the presence of an individual appointed by the Town to maintain the files.

### ***POLICY RELATED TO THE HANDLING OF CONFIDENTIAL INFORMATION***

Many employees will work in capacities where confidential data concerning the plans and affairs of the department or of individuals will be handled. It is of great importance that employees not discuss such plans or records with persons not authorized to have access to them. If there is a question as to whether the information should be released, then the inquirer should be referred to the Town Manager.

The protection of confidential business information and private personnel information is vital to the interests and the success of the Town of Mineral. Any employee who improperly uses or discloses confidential information will be subject to immediate termination of

employment, even if he or she does not actually benefit from the disclosed information. Violators who release private/confidential information may be targeted for legal action by any aggrieved individual as authorized by federal and state law.

### ***INTRODUCTORY (PROBATION) PERIOD***

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town of Mineral uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Town of Mineral may end the employment relationship at will at any time during or after the introductory period: with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Employees who are promoted or transferred within the Town of Mineral must complete an introductory period of the same length with each reassignment to a new position. This promotion probationary period only applies to meeting the requirements satisfactory of the new job, not to benefits. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town Manager determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the Town of Mineral, an employee who, in the judgment of the Town Management, is not successful in the new position can be removed from that position at any time during the introductory period.

If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Town's needs.

~~Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security but will not accrue vacation or sick leave.~~

~~After becoming regular full-time employees, they may also be eligible for other Town of Mineral provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.~~

Benefits eligibility and employment status are not changed during the introductory period that results from a promotion or transfer within the Town's Organization.

### **ATTENDANCE FOR FIELD PERSONNEL**

Report time in the mornings for field personnel is to be directed/set by the Town Manager. Hours are subject to change.

## **EMPLOYEE CLASSIFICATION CATEGORIES**

**Full Time:** Those who work 40 hours or more ~~than 36 hours~~ in a week on a regular basis are eligible for Town benefits.

**Part Time:** Those employees who work 32 hours or less ~~than 31 hours~~ per week. Part Time employees are not eligible for Town benefits and are paid on an hourly basis.

## **SALARY**

Salary will be reviewed at least annually. Raises are recommended by the Department Head and will be determined at least in part by the performance and will be in accordance with an adopted salary schedule. The final approval is at the discretion of the Town Council.

The performance will be reviewed at least annually and discussed by your Department Head.

## **PERFORMANCE EVALUATION**

The Town is committed to identifying performance expectations and goals for each employee and to providing the employee with an assessment of the employee's job performance for the year. Performance evaluations are intended to recognize the employee's performance by identifying professional strengths and assessing areas needing development.

Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end (June 30). Step-based pay adjustments are awarded by the Town of Mineral in an effort to recognize superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

The employee will be evaluated on how well they have performed during the performance cycle. The evaluation will assess the following areas:

- The employee's performance of the duties of the position.
- The employee's conduct on the job.
- The employee's interpersonal skills and teamwork.
- The employee's willingness to respond to supervision and to assume new initiatives when requested.

- For supervisors, managers, and Department Heads, the quality of supervision provided to subordinate staff, the management of the program areas, and the ability to implement and successfully complete new initiatives and/or processes will also be evaluated.

Supervisors will maintain records of employee's abilities and short comings. These documented facts will serve as the basis for periodic performance evaluation.

The employee's immediate supervisor will prepare the written evaluation. This evaluation will detail the achievement of performance goals and expectations as well as deficiencies in performance. The employee will receive a copy of the evaluation and will have the opportunity to talk to the supervisor, Department Head and/or Town Manager about the evaluation.

The Town Manager shall conduct evaluations of Department Heads except for the Town Manager. The evaluations of the Town Manager shall be conducted by the Personnel Committee with input from Town Council.

Performance evaluation will be used to

- Provide the basis for determining if an employee should receive a step increase, when such is authorized;
- Provide the employee feedback on how well he or she is performing a job; and
- Recognize good performance and identify opportunities for improvement.

Performance evaluations may also be used

- As a factor in determining the order of layoffs;
- To identify training needs;
- To determine step increases; and
- As a factor to determine promotion, transfer, demotion, or dismissal for poor performance.

The Employee evaluation will be kept in the personnel file of each employee

## **OVERTIME AND PROVISIONS OF THE FAIR LABOR STANDARDS ACT**

### *Overview*

The Town is committed to complying with the provisions of the Fair Labor Standards Act (FLSA). This section sets forth the Town's compensation activities as dictated by the FLSA.

### *Provisions*

#### Exempt Status

All positions within the Town are classified as either exempt or non-exempt under FLSA.

Exempt status is determined by the duties and responsibilities of the position and the application of the FLSA regulations governing the exemption for Administrative, Professional, Executive and/or Computer Professional exemptions. Volunteers and certain student interns are exempt from the minimum wage and overtime provisions of the FLSA. Law enforcement personnel have a partial exemption from overtime.

#### Hours Worked – as defined by FLSA

Hours worked include:

- All hours which an employee is required or permitted to be performing job related tasks, even if the employee is performing the work during a designated meal break.
- All hours that an employee is required to be on duty on Town premises or at a prescribed work place.
- Time spent traveling in a capacity which is not considered normal home-to-work travel.

#### Overtime

An agency shall compensate an employee who is not exempt for all hours of work in excess of their regular scheduled shift (8, 10, or 12 hours) or 40 in a workweek. The rate of overtime pay is one and a half times the regular hourly rate.

Exempt positions do not receive overtime pay.

#### Authorization for Overtime

Non-exempt employees are not permitted to work overtime hours, or work during their lunch period unless expressly requested to do so by the supervisor or town manager.

Overtime work for non-exempt employees may be authorized when peak workloads or emergencies or other unusual work demands require employees to work beyond their normally scheduled hours. Should the need for an employee to hold over or work through lunch during the normal work day arise, the employee should keep the time to a minimum and immediately inform the Department Head on the next work day. Overtime work is not performed at the discretion of the non-exempt employee.

A non-exempt employee who has held over or engages in work activities after work hours must record that time-on-time records, and inform the Department Head when the employee returns to work. Once this notification is received the Department Head may adjust the remaining work hours in the work period adjusted so that the time will not result in overtime compensation. Employees who routinely hold over or work through lunch without permission may receive disciplinary actions for the unauthorized overtime hours.

### Non-exempt Employees

If you are eligible for overtime pay, you must maintain and sign a record of the total hours you work each day on your official time card. The time card must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each work period, a completed time card should be submitted for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

### Exempt Employees

If you are classified as an exempt employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Town. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions:

- For absences due to sickness or disability;
- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- To offset amounts employees, receive as jury or witness fees, or for temporary military duty pay;
- For penalties imposed in good faith for infractions of safety rules of major significance;

- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week, or
- For unpaid leave taken by the employee under the federal Family and Medical Leave Act.

You will be required to use accrued vacation, personal or other forms of paid time off for absences for personal reasons, sickness or disability.

### Report Violations

The Town makes every effort to comply with the Fair Labor Standards Act. Yet, errors in record-keeping and payroll can occur. Because mistakes can happen, you should check your time sheet at the end of each work period to verify that all hours that you worked have been properly recorded, and you should review your paycheck to see that no improper deductions or other errors have been made. If you believe that an error has occurred, you are to report it immediately to your Department Head or to the Town Manager.

Employees who are not exempt from overtime must not work overtime hours unless the holdover hours have been authorized. Holdover hours should be recorded on your time sheet. In addition, you should immediately let your supervisor know that the extra hours were worked so that your schedule could be adjusted during that work period in order to avoid overtime compensation.

If you are an employee in an exempt salaried position (bona fide executive, administrative, or professional position, or earning over \$100,000 per year) only limited deductions from your salary can be taken. These deductions include the deductions required by law (state and federal taxes, Social Security, Medicare) as well as the deductions you voluntarily elected to have taken from your salary (e.g. participation in the 401(k), health and dental insurance, etc.).

Deductions from salary of an exempt employee that may be taken include:

- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Absence for Family and Medical Leave;
- Offsets for amounts received as witness or jury fees, or for military pay;

- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- Days not worked during the first or last week of employment; or
- Suspensions imposed for an infraction of safety rules of major significance.

Because the Town provides a paid leave plan, employees will be required to use available paid leave for absences for personal reasons, sickness or disability.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your Department Head or to the Town Manager. Reports of improper deductions will be promptly investigated. Every report will be fully investigated. If it is determined that an improper deduction has occurred or that there was an improper calculation of hours worked or wages received, you will be promptly reimbursed for any error that was made. Any person violating this policy will be subject to corrective action up to and including discharge.

The Town will not tolerate any form of retaliation against a person who has reported an alleged violation of this policy or who cooperates in the investigation.

#### Retaliation Prohibited

Retaliation is unacceptable and the Town will not allow retaliation against employees who report violations or make a complaint. Any form of retaliation will result in disciplinary action, up to and including discharge.

#### **THE PAY PLAN**

The pay scale system includes the pay scales assigned to the employee classifications. A general review of the entire system by the Town Manager and Council is required each year prior to the submission of that year's final budget requests to Council. Significant change in duties, responsibilities, working conditions, or other factors shall be considered during the annual review of the pay scale. The Town's pay scale contains basic entry and maximum pay levels.

#### **EMPLOYEE BENEFITS**

Eligible employees of the Town of Mineral are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Vacation Benefits
- Paid Holidays
- Sick Leave Benefits
- Bereavement Benefits
- Jury Duty
- Witness Duty
- Medical insurance
- Virginia Retirement System

Some benefit programs require contributions from employees, but most are fully paid by the Town of Mineral. The benefit package for Full time Employees represents an additional cost to the Town of Mineral. Separate information package to be provided.

**VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Full-Time

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule.

VACATION ACCUMULATION SCHEDULE

All Regular full time hourly paid employees:

<u>Length of Service</u>	<u>Hours per Month</u>	<u>Max Accumulation</u>
.5-3 Years	4 Hours per Month	56 Hours
3-9 Years	7 Hours per Month	120 Hours
9+ Years	10 Hours per Month	160 Hours

The length of eligible service is calculated on the basis of a “calendar year.” This is the 12-month period that begins with January 1<sup>st</sup> and ends on December 31<sup>st</sup>. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification ~~(after end of probation term)~~, they begin to earn paid vacation time according to the schedule but cannot use their accrued vacation leave until their one-year anniversary. However, before vacation time can be used, it must be earned and recorded as available for use by the eligible employee. After vacation time is earned, the employee may request to use earned vacation time.

Paid vacation time can be used in minimum increments of half days. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or special forms of compensation such as compensatory time, bonuses or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. An employee may not accumulate more than 20 days of vacation during a benefit year.

Employees are encouraged to use vacation within the year it is earned.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

## **HOLIDAYS**

The Town of Mineral will grant holiday time off on the holidays listed below. All other municipal employees will observe the following holidays unless shift work dictates otherwise.

New Year's Day (January 1)

Martin Luther King Day (third Monday in January)

Washington's Birthday (third Monday in February)

Memorial Day (last Monday in May)

Juneteenth (third Friday in June)

Independence Day (July 4)

Labor Day (first Monday in September)

Columbus Day (second Monday in October)

Veteran's Day (November 11th)

The Day Before Thanksgiving (close at noon)

Thanksgiving (fourth Thursday in November)

The Friday following Thanksgiving

Christmas Eve (December 24)

Christmas (December 25)

Note: Town of Mineral will follow the state holiday schedule including any additional days declared by the Governor of Virginia. (~~amended 09/14/2020~~)

The Town of Mineral will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s): Full time hourly and Salary Employees.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. \*Vacation and/or Sick Time cannot be used in place of holiday pay.

An employee may request annual leave on the day before or the day after a scheduled holiday. Supervisors will consider workload and available staff needs at the time of the request. Approval or denial will be based on the work demands and staff availability of the department.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday.

A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive compensatory time off at one and one-half times his or her straight-time worked on the holiday or as otherwise arranged.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

### **SICK LEAVE BENEFITS**

The Town of Mineral provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employee classification(s): Full time Employees.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every month of service ~~beginning after the probation term~~).

Employees can request use of paid sick leave after completing a waiting period of 30 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness, injury or death in the immediate family must notify their direct supervisor not later than one hour before the scheduled start of their workday. The supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement will be required verifying the disability and its beginning and expected ending dates. Such verification will be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Any accrued sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Town of Mineral-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 18 calendar days' worth of sick leave benefits. If the employee's benefit reaches this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness, injury or bereavement, and may not be used for any other absence.

Accrued unused sick leave benefits will not be paid to employees upon termination of employment.

## **BEREAVEMENT BENEFITS**

Paid sick leave benefits can also be used for the death of an immediate family member. (Immediate family members include: spouse, child, mother, father, sibling(s), mother-in-law, father-in-law, brother/sister-in-law or grandparents)

## **JURY DUTY**

The Town of Mineral encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are: Full time Employees.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to the Town Manager as soon as possible so that the Town may make arrangements to accommodate the employee's absence. Of course, employees are expected to report for work whenever the court schedule permits, such as if the employee is summoned for jury duty but is not selected to serve on the jury.

Either the Town of Mineral or the employee may request an excuse from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

The Town of Mineral will continue to provide health insurance benefits for full term of the jury duty absence. Vacation, sick leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

### **WITNESS DUTY**

The Town of Mineral encourages employees to appear in court when subpoenaed to do so. If employees have been subpoenaed or requested to testify as witnesses regarding business of the Town of Mineral, they will receive paid time off for the entire period of witness duty.

### **MEDICAL INSURANCE**

Medical insurance may be provided to eligible employees by the Town of Mineral.  
Eligible Employees: Full-Time.

### **VIRGINIA RETIREMENT SYSTEM**

All eligible employees will be required to enroll in the Virginia Retirement System as provided by the Town of Mineral. Eligible Employees: Full-Time

### **USE OF EQUIPMENT AND VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using town property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Accidents resulting in \$500.00 or more of damage will require a physical examination and drug and alcohol screening to determine extent of injuries and /or substance abuse.

## **EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures, or natural or manmade disasters may disrupt Town operations. The Town of Mineral will follow the same procedure as the County of Louisa for Inclement Weather with the following exception that the Town will automatically initial a delay in the regular work start time up to 10 AM until Town Manager/Mayor will decide by 08:30 AM, based on the circumstances on any regular work day and announced by prescribed measures decided upon in advance by Council, if and when regular full time or art-time employees shall be expected to report to work.

In extreme cases, these circumstances may require the closing of private facilities. During these times the Town of Mineral may be required to maintain essential government services. Those employees identified as mission essential are expected to report for work regardless of the weather or disruptive occurrence.

Persons not reporting for scheduled work will not be paid. However, with supervisory approval, employees in nonessential duties may be excused for the day or part of. Employees in essential operations are required to work as assigned. Failure of essential employees to report for work may result in disciplinary measures up to and including termination of employment. Hours worked will be at the employees' regular pay rate unless they are in excess of 40 hours for the week. This applies for holidays as well as regular work days. Holiday hours will not prevent overtime for hours worked when required for emergency situations.

## **BUSINESS TRAVEL EXPENSES**

The Town of Mineral will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Town Council. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Town.

Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town may not be used for personal use.

When travel is completed, employees should submit completed travel expense reports within 5 work days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

## **FAMILY LEAVE**

The Town of Mineral provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy: Full time Employees. Eligible employees may request family leave only after having completed 180 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of two weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of two weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Town until the end of the month in which the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by the Town according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the Town with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Town of Mineral will assume that the employee has resigned.

## **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, the Town of Mineral expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or Inappropriate Removal or Possession of Property.
- Falsification of Timekeeping Records.
- Working under the Influence of Alcohol or Illegal Drugs.
- Possession, Distribution, Sale, Transfer, or Use of Alcohol or Illegal Drugs in the Workplace, While on Duty, or While Operating Employer-Owned Vehicles or Equipment.
- Fighting or Threatening Violence in the Workplace.
- Boisterous or Disruptive Activity in the Workplace.
- Negligence or Improper Conduct Leading to Damage of Employer-Owned or Privately-Owned Property.
- Insubordination or Other Disrespectful Conduct.
- Violation of Safety or Health Rules.
- Smoking in Prohibited Areas.
- Sexual or Other Unlawful or Unwelcome Harassment.
- Possession of Dangerous or Unauthorized Materials, Such as Explosives, In the workplace.
- Excessive Absenteeism or Any Absence Without Notice.
- Unauthorized Absence from Work Station during the Workday.
- Unauthorized Use of Telephones, Mail System, Town Computers or other communication devices or other Employer-Owned Equipment.
- Unauthorized Disclosure of Confidential Information.
- Violation of Personnel Policies.
- Unsatisfactory Performance or Conduct.
- Actions away from work activities that could reflect badly on the Town of Mineral.

Employment with the Town of Mineral is at the mutual consent of the Town and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **DRUG AND ALCOHOL USE**

It is the Town's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Town of Mineral premises and while conducting business-related activities off Town premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

The legal use of medically prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the Town of Mineral has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Under the federal Drug-Free Workplace Act of 1998, 42 U.S.C. 701 et seq., an employee who performs work for a government, government contract or grant must notify the Town Manager of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Town Manager without fear of reprisal.

## **ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, the Town of Mineral expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town of Mineral. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Office hours are from 8:30 am to 5:00 pm with a 30 minute unpaid break provided. Employees should arrive at work in time to be ready to work when the office opens for the day and must remain at the office until all settlements are completed.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public's image of the Town Government. It is imperative that each employee present an image to citizens, visitors and fellow employees that reflect favorably on the Town.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances employees will have their leave bank docked for the time away from work.

## **SECURITY INSPECTIONS**

The Town of Mineral wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives, or other improper materials. To this end, the Town prohibits the possession, transfer, sale, or use of such materials on its premises. The Town requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Town. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Town of Mineral at any time, either with or without prior notice.

The Town likewise wishes to discourage theft or unauthorized possession of the property of employees, the Town, and citizens. To facilitate enforcement of this policy, the Town or its representative may inspect not only desks and lockers but also persons and/or vehicles entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Town's premises.

## **ACCIDENT REPORTING**

Any employee injured on the job must report the injury immediately to his/her supervisor. The supervisor must submit a detailed accident report to either the Town Manager or to the Town Clerk at the Town Manager's Office for completion of a Worker's Compensation Form.

An injured employee needing medical attention must seek treatment from a doctor on a list approved by the Town Manager. Obtaining treatment from a doctor who is not on the approved list may result in disqualification for Worker's Compensation Benefits. In the event of a serious injury requiring emergency medical treatment the employee may go immediately to the hospital emergency room.

All losses, damages, accidents or occurrences which involve any Town employees, equipment, property (including the utility system) shall be reported to the Manager's Office on forms prescribed by the Town Manager, whether or not they result in a claim to the Town. All non-supervisory employees upon learning of an accident shall report the incident

to their supervisor. All supervisory employees upon learning of an incident shall personally investigate to determine the circumstances involved, and shall then prepare a report to be submitted to the Town Manager's Office within two days of learning of an incident. The results of the incident will be briefed to the Mayor who will brief Town Council of the incident.

## **EVALUATING EMPLOYEE SAFETY**

An employee's conformance to safety rules and regulations and his/her work habits will be considered in his/her annual performance evaluation. The refusal of an employee to abide by safety rules, such as wearing hard hats, safety shoes or eye protection may result in immediate suspension and possible dismissal.

## **GRIEVANCE PROCEDURE POLICY**

The Town of Mineral desires to resolve employee complaints and grievances in a fair and equitable manner. The Town follows the state's Standards of Conduct.

In any organization it would be unrealistic to assume that employees would never have an occasion to question a decision which affects them. Human beings are not perfect and an employee will make mistakes whether he or she is a laborer, a clerical worker, or a Department Head.

In the vast majority of cases where employees feel they have been mistreated or they are the victims of a poor decision, there has usually been a misunderstanding between the employee and the supervisor who made the decision.

Since a frank discussion between these two individuals - supervisor and employee - can usually resolve such misunderstandings, a free and open atmosphere between an employee and his/her supervisor is strongly encouraged. Decisions which affect employees should be thoroughly discussed with those affected.

When a problem cannot be resolved to the satisfaction of the employee, the employee has the right and privilege of appealing through the formal grievance procedure.

Employees whose grievances result from work situations deserve and have the right to submit grievances for orderly resolution with complete freedom from discrimination, coercion, recrimination, restraint, or reprisal. This does not, however, confer the right upon anyone to make slanderous or libelous statements.

### Coverage

All Full time Employees are eligible to file grievances, except Council appointed Employees, department heads and probationary employees. Probationary employees may file a grievance if the complaint involves a charge of discrimination. Sworn police officers, as defined in Chapter 10.1, Title 2.1 of the 1950 Code of Virginia, as amended, have access to the procedures set forth in Chapter 7; Section 7.11 of these rules (Law Enforcement Officers' Procedural Guarantees) or this grievance procedure (Chapter 7; Section 7.6), but not both.

### Definition of Grievance

A grievance shall be defined as a complaint or dispute of an employee relating to His/her employment, including but not limited to:

- A. Disciplinary actions, including dismissals, disciplinary demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
- B. The application or interpretation of personnel policies, procedures, rules, and regulations, including the application of policies involving matters referring to the contents of ordinances, and/or statutes;
- C. Acts of reprisal as the result of utilizing the grievance procedure; or of participation in the grievance of another Town employee;
- D. Complaints of discrimination on the basis of race, color, creed, political affiliation, age, disability, national origin, or sex;
- E. Acts of reprisal because the employee has complied with any law of the United States or of the Commonwealth<sup>1</sup> has reported any violation of such law to a governmental authority, or has sought any change in law before the Congress of the United States or the General Assembly.

### Management Rights

Management reserves the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are non-grievable under this procedure:

- A. The establishment and revision of wages or salaries, position classifications, or general benefits;
- B. Any work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content; the measurement and assessment of work activity through a performance evaluation shall not be grievable except where the employee can show that the evaluation was arbitrary or capricious;
- C. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations;
- D. Failure to promote except where the employee can show established promotional policies or procedures were not followed or applied fairly;
- E. The methods, means, and personnel by which work activities are to be carried on,
- F. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition; except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to item F), the action shall be upheld upon a showing by the Town that: (1) there

was a valid business reason for such action, and (2) the employee was notified of such reason in writing prior to the effective date of the action.

- G. The hiring, promotion, transfer, assignment, and retention of employees within the Town government; and
- H. The relief of employees from duties in emergencies.

### Procedure

An employee who feels aggrieved in matters other than those covered in the Section above “Management Rights”, may file a grievance using the following procedures:

#### *First Step: Supervisor Level*

##### **A. Within twenty (20) calendar days after the occurrence or condition**

giving rise to the grievance, the employee affected may identify the grievance verbally to the employee’s immediate supervisor. Within five (5) working days of such presentation the supervisor shall give his or her response to the employee with respect to the grievance, or shall advise the employee that additional time for such decision is needed, in which case a decision must be given to the employee within five (5) working days thereafter:

##### **B. If a satisfactory resolution is not reached by this process, the employee shall**

Reduce the grievance to writing, identifying the nature of the grievance and the expected remedy. Such written grievance shall be presented to the immediate supervisor within five (5) working days of the supervisor’s verbal reply. The supervisor must reply in writing within five (5) working days.

#### *Second Step: Management Level - Department Head*

If a satisfactory resolution is not reached at the first step, the employee may so indicate on the Grievance Form and submit the grievance to the Department Head within five (5) working days. A meeting to review the grievance shall be held between the employee and the Department Head within five (5) working days after receipt thereof. The time limit between the second step submission and the second step meeting may be extended by mutual agreement at the second step meeting, the employee may have a witness of his or her choice present the step supervisor may likewise have a witness present, if he or she so desires. Witnesses shall be present only while actually providing testimony. A second step written reply to the grievance shall be provided to the employee within five (5) working days after the second step meeting.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab G Job Descriptions**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision by Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND/SUMMARY:**

**THE PAY PLAN - page 15 of the Town's Personnel Manual**

The pay scale system includes the pay scales assigned to the employee classifications.... Significant changes in duties, responsibilities, working conditions, or other factors shall be considered during the annual review of the pay scale. The Town's pay scale contains basic entry and maximum pay levels.

Pursuant to this provision the Personnel Committee recommended the following pay scale and position classifications be adopted by the Council.

The new position classification required the development of new job description.

**ATTACHMENTS:**

Proposed Job Descriptions for Part-time Town Manager, Town Treasurer/Cemetery Manager, Town Clerk/Special Projects Coordinator and DMV Manager.

**REQUESTED ACTION:**

Motion to approve the proposed job descriptions.

## Town of Mineral Job Description



**POSITION: Part-Time Town Manager**

**DEPARTMENT: Town Administration**

**PAY RANGE: \$36-\$46-\$57 per hour**

**FLSA: Non-Exempt**

### GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing programs and operations of the town government; does related work as required. Work is performed under the general supervision of the Town Council. Supervises town staff.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating the overall operation of the town government; serving as chief administrative and operating officer; ensuring proper operations, staffing and budgeting; advising and assisting the Town Council on operations and governance.

(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.)

- ▶ Serves as chief administrative officer of the Town.
- ▶ Serves as zoning administrator of the Town.
- ▶ Serves as Virginia Retirement Administrator (VRS) of Town.
- ▶ Prepares and presents the annual budget to Council.
- ▶ Administers the approved budget.
- ▶ Meets and confers with department heads concerning issues affecting the Town.
- ▶ Develops and reviews research position papers and memoranda and makes recommendations to the Council concerning the overall management of the Town.
- ▶ Identifies needs and develops strategies to meet short and long-range goals affecting the Town.
- ▶ Attends and participates in Town Council meetings and numerous other committee or council meetings and public hearings, advising and providing necessary information.
- ▶ Reviews and prepares written reports and recommendations for the Town Council.
- ▶ Supports the work functions of all committees, boards and task forces appointed by the Mayor / Town Council.
- ▶ Makes recommendations on various Town matters for consideration and possible action by the Council.
- ▶ Carries out all policies and instructions in a manner consistent with Federal, State, and local regulations.

- ▶ Executes and enforces all resolutions, State laws and orders under the jurisdiction of the Council.
- ▶ Oversees Town personnel and financial management functions.
- ▶ Represents the Council at meetings and conferences as directed.
- ▶ Performs liaison activities to other local, State and Federal agencies and organizations.
- ▶ Receives and answers or responds to telephone complaints or inquiries.
- ▶ Performs related tasks as required.

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

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a town government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, Mayor, Town Council and the general public; ability to plan and direct the work of the Town workforce.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration and extensive experience in an administrative capacity in local government.

### **PHYSICAL REQUIREMENTS:**

This is sedentary 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 standing, walking and grasping; 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, 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: Town Treasurer/Cemetery Manager**

**DEPARTMENT: Town Administration**

**PAY RANGE: \$47,424-\$61,307-\$75,190**

**FLSA: Exempt**

### GENERAL DEFINITION OF WORK:

This position is appointed by the Town Council and serves under the direct supervision of the Town Manager. This is a professional position responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, procurement, and other municipal finance-related tasks. Specific duties include providing strategic long-term financial analysis of Town's fiscal health, to include the annual Town budget and audit; collecting, depositing, and investing revenue; managing financial records, payroll & benefits, accounts payable, and utility billing; and customer service to internal and external customers. This position provides regular financial reports to the Town Manager and Town Council.

### ESSENTIAL FUNCTIONS / TYPICAL TASKS:

The Town Treasurer/Cemetery Manager is responsible for revenue collection, deposit, and investment; management of financial records; payroll & benefits administration; accounts payable; utility and tax billing; assisting with the annual town budget; and the overall management of the Spring Groves Cemetery. More specifically, the duties of the Treasurer/Cemetery Manager include, but are not limited to:

- ▶ Acts as the primary customer service representative of the Town, including receiving payments for taxes and fees.
- ▶ Manage the receipt and accounting of all taxes and other monies and revenue due and payable to the Town, and deposit same in such bank or banks as the Council may direct.
- ▶ Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.

- ▶ Partner with Department Heads to ensure that the annual budget process is conducted in a strategic and purposeful manner, to include development of key performance measures.
- ▶ Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- ▶ Prepare monthly financial statements, and report same to the Council on a monthly basis and ensure that departments are within authorized budget amounts.
- ▶ Prepare bi-weekly Town payroll, including receipt of employee time sheets and payment of all payroll taxes and insurance premiums.
- ▶ Maintain employee personnel records and assist Town Manager in administration of employee insurance and VRS benefits.
- ▶ Assist maintenance staff regarding meter reading and Town's water supply operation.
- ▶ Manage the water/sewer accounts, record any changes, and oversee the preparation of bi-monthly water/sewer bills.
- ▶ Maintain all account and bank books in a manner which ensures that all receipts and disbursements, and the source and character of the same, may be evident, and that a true and accurate understanding of the financial affairs and condition of the Town may be readily ascertained there from.
- ▶ Preserve all checks and vouchers as required by law or accepted standards of record keeping.
- ▶ Write overdue notices and serve liens where authorized, in the execution of performing accounts receivable functions.
- ▶ Other duties as assigned by the Town Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in accounting practices and procedures, payroll and benefits management, revenue and accounts payable management. Experience with government financial systems and budgeting strongly preferred (the Town uses "Southern Software FMS" – Financial Management System). Exceptional accuracy required. Customer service skills, including ability to handle difficult situations.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with course work/experience in public/business administration.

Experience as a Treasurer or Deputy Treasurer preferred. Front desk or customer service experience is desirable.

## **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring device, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

- Must possess and maintain driver's license valid in the Commonwealth of Virginia.
- Requires light physical effort working almost exclusively with lightweight materials (up to 25 lbs.) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching, and gripping.

**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: Town Clerk/Special Projects Coordinator**  
**DEPARTMENT: Town Administration**  
**PAY RANGE: \$47,424-\$61,307-\$75,190**  
**FLSA: Exempt**

### GENERAL DEFINITION OF WORK:

This position is appointed by the Town Council and serves under the direct supervision of the Town Manager. Responsibilities include performing a variety of complex and confidential administrative and clerical duties supporting the Mayor and Town Council, Planning Commission, and numerous committees/subcommittees. This position also serves as the designated Freedom of Information Act Officer and the Records Retention Officer and provides additional administrative support to the Town.

### ESSENTIAL FUNCTIONS / TYPICAL TASKS:

- ▶ Work closely with the Town Manager to develop and prepare meeting agendas, proofread and edit agendas and various other documents for accuracy, compile and distribute agenda packets, attend Council meetings and record proceedings, prepare meeting minutes (including finalizing and certifying Ordinances, Resolutions, and Proclamations), and maintain official records.
- ▶ Set up and record Town Council meetings using the Town's audio/video recording system, upload recorded meetings to website, sync to the agenda, and post minutes to the site.
- ▶ Prepare routine proclamations and coordinate scheduling of presentations/proclamations.
- ▶ Serve as the Recording Secretary for the Planning Commission. Work with the Town Manager to prepare meeting agendas, proofread and edit agendas and various other documents for accuracy, compile and distribute agenda packets, prepare meeting minutes, and maintain official records. Set up recording systems, upload recorded meetings to website, sync to the agenda, and post minutes to the site.
- ▶ Submit code changes to E-Code 360 for updating online.
- ▶ Post meeting notices/agendas for Town Council, Planning Commission, committee and subcommittee meetings in compliance with open meeting requirements.
- ▶ Attends Planning Commission meetings and provides advice, assistance and staff support to the planning commission, including supporting the Town Comprehensive Plan maintenance and revisions.
- ▶ Maintain current membership rosters for the Town Council, Planning Commission and Board of Zoning Appeals. Receive and process applications for vacancies, schedule interviews (as necessary), schedule confirmation of appointment by the Town Council, and notify applicants of appointment.

- ▶ Serve as the designated Freedom of Information Act Officer (FOIA) and Records Officer. Provide timely responses to record requests based on the Town's FOIA Policy and manage public records based on the Library of Virginia records retention and disposition schedules.
- ▶ Work with the Louisa County General Registrar on Town elections and the Clerk of the Circuit Court to coordinate oath of office ceremonies for elected officials.
- ▶ Post Town Council meetings, Planning Commission meetings, and events on the Information Sign.
- ▶ Manages and implements grants and special projects.
- ▶ Maintains and updates the Town Code and Policy manual.
- ▶ Supports economic development and other projects.
- ▶ Manage and update Town website.
- ▶ Assist, as needed, with building and zoning applications and permits.
- ▶ Provide back-up DMV customer service as needed.
- ▶ Assist, as needed, with maintaining employee DMV system authorization and access.
- ▶ Other duties as assigned by the Town Manager.

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

Thorough knowledge and understanding of and adherence to council-manager form of government. Knowledge of Virginia Freedom of Information Act and Open Meeting requirements and the Library of Virginia Records Management requirements. Strong writing and proof-reading skills. Ability to maintain accurate, complete, and confidential records and prepare correspondence and memoranda. Maintain tact and courtesy when dealing with the public, elected and appointed officials, Town management and staff, and community organizations. Ability to attend evening meetings (typically twice/month but can vary from one to four times/month).

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with course work/experience in public/business administration.

#### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring device, operation of machines, operation of motor vehicles or equipment, 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**

DRAFT

## Town of Mineral Job Description



**POSITION: DMV Select Manager**  
**DEPARTMENT: DMV Select**  
**PAY RANGE: \$47,424-\$61,307-\$75,190**  
**FLSA: Exempt**

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

Performs intermediate and complex professional, supervisory, and administrative work in operations of the Department of Motor Vehicle (DMV) office; does related work as required. Work is performed under general supervision of the Town Manager. Supervision is exercised over appropriate DMV staff.

### **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.)

- ▶ Perform personnel functions as delegated by the Town Manager.
- ▶ Develop and service dealer accounts.
- ▶ Ensure the opening and closing of DMV office, adhering to established operating hours.
- ▶ Secure information and manage cash, inventory, and non-cash assets.
- ▶ Develop and implement inventory control systems and procedures.
- ▶ Monitor automated service systems and printers for proper functioning to support daily operations.
- ▶ Administer and direct all DMV customer service programs.
- ▶ Assist in the preparation of annual budget requests.
- ▶ Ensure sufficient inventory, forms, and manuals to support operations.
- ▶ Interpret and effectively explain statutory requirements and existing or new/revised operational policies and procedures to staff and customers.
- ▶ Design and implement training goals for DMV staff.
- ▶ Analyze wait times, serve times, and number of customers served to ensure goal and objectives are met.

- ▶ Executes and enforces all resolutions, State laws and orders under the jurisdiction of the Council.
- ▶ Ensure documents are verified and transactions are processed accurately in accordance with town policies and procedures.
- ▶ Investigates customer requests for service, complaints, and requests for information.
- ▶ Performs related tasks as required.

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

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. Working 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. Some college courses in business administration or related field preferred.

### **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  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB H Personal Property Tax Relief (PPTR)**

**ITEM TYPE: Action**

**PURPOSE OF ITEM: Decision – By Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

Annually the Town Council set the PPTR rate for the upcoming tax year. We received \$4,415.72 in PPTR payments from the Commonwealth. At our tax rate of \$.48/100 we will assess \$16,834.68 in taxes on qualifying vehicles. Based on our assessment and replaced funds received our percentage for PPTR is 26.2% (4,416 divided by 16,834).

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Set the PPTR rate at 26.2 % for next year's personal property tax book.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab I VDOT Issues**

**ITEM TYPE: Informational**

**PURPOSE OF ITEM: Discussion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

Several VDOT issues have been raised by the various Council members. The Town needs to develop a comprehensive list for presentation to VDOT.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Develop list of issues to be presented to the VDOT Fredericksburg District Engineer.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab J Town Council Conference Attendance Policy**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision by Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

There is currently no policy in place governing Council members' conference attendance.

**ATTACHMENTS:**

Proposed policy.

**REQUESTED ACTION:**

Motion to approve proposed policy.

# **COUNCIL PROCEDURE MEMORANDUM NO. 1**

**SUBJECT:** Travel by Council Members

It shall be the policy of the Town Council to approve travel by members of the Council at Town expense, prior to the conference, seminar, meetings (except any events related to the Virginia Municipal League) or other event.

The requesting member of Council shall present the proposed travel to the majority of Council during a work session or Council meeting and receive approval of Council prior to making arrangements or incurring Town expense.



**TOWN OF MINERAL  
COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: Tab K Notice To Publish Public Hearing Notice**

**ITEM TYPE: Action Item**

**PURPOSE OF ITEM: Decision by Motion**

**PRESENTER: Reese Peck**

**PHONE: 540-894-5100**

**BACKGROUND / SUMMARY:**

ORDINANCE NO. 2023-01 and ORDINANCE NO. 2023-02 sells land by quiet claim deeds to the adjacent landowners of the closed and abandoned streets subject to Town attorney review and closing within 60 days. Due to the resignation of the Town Attorney these requirements cannot be met. Staff proposes amending these ordinances by extending the closing requirements to December 31, 2023, to allow time for the Town Council to hire an attorney to perform the review.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Motion to authorize the Town Manager to publish the public hearing notice to amend ORDINANCE NO. 2023-01 and ORDINANCE NO. 2023-02.