

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 16-2014**

A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO AMEND THE TOWN OF CENTREVILLE PERSONNEL MANUAL RULES AND REGULATIONS, SECTION V GOVERNING THE OPERATION FOR THE TOWN OF CENTREVILLE TO AMEND SPECIFIC POLICIES AS IT RELATES TO ANNUAL LEAVE AND SICK LEAVE

WHEREAS, By Ordinance 01-2011, enacted on March 17, 2011 and effective on April 6, 2011, the Town Council adopted the Personnel Manual: Rules and Regulations Governing the Operation of a Merit System ("Personnel Manual"), as a personnel manual for employees of the Town of Centreville.

WHEREAS, by Ordinance 02-2013 enacted on February 21, 2013 and effective on March 14, 2013, the Town Council ordained in Section 3 that future amendments to the Personnel Manual may be adopted by resolution.

WHEREAS, by Resolution 04-2013, the Town Council amended the sick leave policy, effective June 20, 2013, to allow for family medical leave.

WHEREAS, the Town of Centreville wishes to amend the annual and sick leave policies to permit employees a greater maximum annual leave carry over and eliminate the sick leave cap for eligible employees participating in the newly adopted Town retirement plan.

WHEREAS, other items within Section V. Forms of Leave are subject to amendment.

NOW, THEREFORE, be it resolved by the Town Council of Centreville, this 4th day of December 2014:

1. That Section V. of the Town of Centreville Rules and Regulations for Employees is amended as follows (deleted language has been stricken and new language in italics):

SECTION V.

SECTION V. HOLIDAY, VACATION, SICK AND SPECIAL LEAVE

SECTION V. FORMS OF LEAVE

A. HOLIDAYS This section shall be made effective December 30, 2014, unless otherwise noted.

~~A. HOLIDAYS~~

~~1. Full time employees~~

~~Employees shall be entitled to paid holiday leave on the following days:~~

~~_____ New Year's Day
_____ Martin Luther King, Jr.'s Birthday
_____ President's Day
_____ Good Friday
_____ Memorial Day
_____ Independence Day
_____ Labor Day
_____ Columbus Day
_____ Veteran's Day
_____ Thanksgiving Day
_____ Day after Thanksgiving
_____ Christmas Day~~

~~_____ In the event that a fulltime employee shall be required to work on one of the paid holidays, then said employee shall be entitled to an alternate day of leave for such service.~~

~~_____ 2. Part time employees~~

~~_____ Part time employees shall not be entitled to holiday leave with pay.~~

B. ~~SICK LEAVE~~ Section V. (E) 5 and 6 shall be made effective June 30, 2015.

~~B. SICK LEAVE~~

~~_____ Sick leave is paid leave that may be granted to an eligible employee who, by reason of sickness or injury, outside the scope of his/her employment, becomes incapacitated to a degree that makes it impossible to perform the assigned duties, or who is quarantined by a physician due to exposure to a contagious disease. Sick leave may also be granted for medical, dental, or optical examination or treatment.~~

~~_____ 1. Each eligible Town employee in the classified service shall be entitled to accumulate sick leave. In computing sick leave credit, an employee shall be considered to have earned eight (8) hours of sick leave for each full month worked that said employee has not been absent.* Every eligible employee shall be entitled to accumulate unused sick leave from year to year up to a maximum of sixty (60) days (480 hours) and use all or part of the same for any illness. In the event of the separation from Town employment of any eligible employee who shall have qualified for sick leave hereunder, said employee or his dependents shall be entitled to 50% compensation for earned and accumulated sick leave.~~

~~_____ *NOTE: absent means off from work due to unexcused absence (taking time off without approval or accrued leave) or leave without pay. Absence does not mean off from work while using approved sick, personal, or annual leave.~~

~~2. No sick leave shall be allowed during the first six (6) months of employment but said six (6) months shall be considered in calculating an employee's sick leave for his first year's employment.~~

~~3. Employees unable to report to work or incapacitated while en-route to work are to communicate that fact to their supervisor or another responsible employee in their assigned area by phone, one hour prior to the designated time for start of work. The employer may instruct an employee to call a secondary number. Individuals failing to do so will not receive paid sick leave unless proof is subsequently furnished that the reporting delay was unavoidable.~~

~~4. Employees on sick leave for more than three days shall provide a physician's certificate upon their return to work. Department Heads, at their option, may also require a physician's certificate for any period of absence. Physician's certificates shall verify that the employee was under his care and shall indicate the duration of the employee's inability to work. The employee's supervisor shall be advised of any anticipated date to return to work as provided by the employee's physician.~~

~~5. Employees whose accrued sick leave has been exhausted may apply to the Town Manager in writing to be placed on leave without pay. The Town Manager may approve of additional unpaid sick leave, not to exceed one hundred (100) days per year, for employees, who are eligible for sick leave and have exhausted all forms of paid leave, when it appears that a reasonable amount of additional unpaid leave will allow the employee to return to work and will not result in a significant disruption of Town business. If granted, the same provisions shall apply as those for individuals injured on the job (see section on work related injuries).~~

~~6. Eligible permanent employees who utilize no sick leave during a given calendar year are entitled to one (1) additional day of annual leave for the following calendar year.~~

~~7. The Town reserves the right to require any employee, who by reason of sickness or injury is unable to perform his or her duties or who has a contagious condition that could affect the health of others, to take immediate sick leave.~~

~~8. Employees, who are eligible for sick leave, may use up to one hundred twenty (120) hours per year of accumulated sick leave to care for a spouse, child, parent, grandparent or grandchild who is ill or needs to visit a medical professional. Employees must provide the Town Manager reasonable notice of their intention to use leave of more than one day to care for a family member as outlined in this paragraph.~~

C. ANNUAL LEAVE HOLIDAY LEAVE

1. Full time employees

a) *Employees shall be entitled to paid holiday leave on the following days:*

- 1) *New Year's Day*
- 2) *Martin Luther King, Jr. 's Birthday*
- 3) *President's Day*
- 4) *Good Friday*
- 5) *Memorial Day*
- 6) *Independence Day*
- 7) *Labor Day*
- 8) *Columbus Day*
- 9) *Veteran's Day*
- 10) *Thanksgiving Day*
- 11) *Day after Thanksgiving*
- 12) *Christmas Day*

2. Part time employees

Part time employees shall not be entitled to holiday leave with pay.

D. SPECIAL LEAVE ANNUAL LEAVE

~~Special leave is paid or unpaid leave granted at the discretion of the Town—
Manager to an eligible employee for specified purposes, personal reasons and other reasons
deemed to be in the best interest of the Town service.~~

~~1. Civil Leave~~

~~Town employees may be granted leave with pay when subpoenaed as a witness in a
court or other proceeding for which the law permits compulsory attendance or called to
and report for, jury duty. Any employee, who is subpoenaed as a witness shall report to
work promptly after being excused as a witness. Any employee who is called for jury
duty shall report to work promptly after being excused from the jury.~~

~~2. Family Medical Leave Act of 1993 (FMLA)~~

~~FMLA is a federal law which entitles eligible employees to up to a total of 12
workweeks of paid or unpaid leave (continuous or intermittently) in any 12 month
period for any of the following reasons:~~

- ~~a. Birth of a child and to care for the newborn child.~~
- ~~b. Placement with the employee of a child for adoption or foster care.~~
- ~~c. A serious health condition that makes an employee unable to perform functions of
the employee's job.~~
- ~~d. To care for the employee's spouse, child, or parent with a serious health
condition, or an adult child who cannot care for himself/herself.~~

~~e. Military—serious injury or illness, deployment, or has been notified of an impending call or order to covered active duty.~~

~~3. Military Leave~~

~~Every eligible Town employee, irrespective of classification, except temporary, emergency or part-time employees, who is a member of the organized militia or the Army, Navy, Air Force or Marine Reserve, shall be eligible for grants of paid military leave for training not to exceeding fifteen (15) calendar days, only when required by the laws of the State of Maryland or of the Federal Government. Applications for military leave for training purposes shall be made in advance of use immediately upon receipt of official notification thereof from the appropriate military authorities before an employee shall be entitled to payment for such leave. An eligible Town employee shall not receive more than one such leave or grant of paid military leave for training purposes in a twelve (12) month calendar period.~~

~~1. Leaves of Absences~~

~~The Town Manager may grant a leave of absence, without pay, for a definite or indefinite period, not to exceed one year. Such leaves may be granted for physical disability, study or training of value to the Town of Centreville, and/or personal reasons. The Town Manager may fill this position during the temporary absence of the incumbent, unless eligible employee is covered under FMLA during the approved 12-month period.~~

~~Should it be determined that the employee is violating the provisions of this section, the Town Manager shall notify the absent employee that his/her leave has been terminated and order him/her to return to work; if such employee refuses to return to his/her employment within ten (10) working days, he/she should be regarded as having resigned from his position.~~

~~An employee returning from a leave of absence shall be reinstated to a position of like status, seniority and pay provided he complies with the provision of this section. (SEE ALSO FMLA)~~

~~a. Employees who have a work-incurred injury shall use sick leave until the respective insurance carrier begins to compensate the employee, provided however, that the employee has accumulated enough sick leave to cover the time between the work-incurred injury date and the insurance carrier pay-off date. After accrued leave is used up, compensation shall be paid, if approved, by the contracted insurance carrier. Employees absent due to work-incurred injury shall be carried on the books of the Town for a period of one year as absent on leave without pay. The various insurance premiums due and payable by the employee shall be paid for by the employee for twelve (12) months of absence and the appropriate payment shall be contributed by the Town for that period. After an absence of one (1) year, employees absent due to work-incurred injuries, who wish to continue being~~

~~covered by the various insurance policies, shall pay both the Town's and the employee's share. Employees absent for a period of more than one (1) year shall be dropped from the rolls of the Town.~~

~~(1) The Town Manager may, on application of the employee, extend the leave of absence without pay given for work incurred injury or illness for a period of one additional year. This application must reach the Town Manager in writing during the tenth month of absence.~~

~~(2) The Town Manager may grant a leave of absence without pay for a definite or indefinite period not to exceed 100 working days per year, to individuals running in a primary or general election for political office or who have been elected to a political office.~~

~~4. Bereavement Leave~~

~~Town employees may be granted leave with pay for a period not to exceed three (3) days because of death in his/her immediate family. Immediate family as used in this paragraph shall be defined as the employee's parents, grandparents, children, grandchildren, brothers, sisters, husband, wife, mother-in-law or father-in-law, or those same immediate family members related by marriage (e.g. step parents, etc.).~~

~~5. Compensatory Leave (FLSA Exempt Employees Only)~~

~~Employees not eligible to receive overtime pay may be approved to receive compensatory time under the following conditions:~~

- ~~a. Such compensatory time is approved by the employee's supervisor~~
- ~~b. Compensatory time may only be earned after an employee has worked at least ½ hour beyond the regular work day. Total compensatory time includes first ½ plus any time worked after the first ½ hour on that day.~~
- ~~c. An employee may be authorized to receive compensatory time for time worked outside the employee's regular workweek (for example, Saturdays, Sundays, or holidays) only after the employee has worked in excess of ½ hour on the day for which compensatory time is to be received. Total compensatory time earned includes the first ½ hour worked on that day, plus any time worked after the first ½ hour on that day.~~
- ~~d. Compensatory time for eligible employees shall be forfeited if it is not used within 1 year of the date on which it was accrued.~~
- ~~e. The extent to which an employee may use compensatory time earned under this section is subject to prior approval by the employee's supervisor. A supervisor shall permit an employee to use compensatory time if the following conditions exist:
 - ~~i. The employee gave the supervisor reasonable notice of the employee's intention to use compensatory time; and~~~~

~~ii. The employee's use of compensatory time does not unduly disrupt the appointing authority's operations.~~

1. *The employee may not use annual leave within the first six (6) months of their effective date of hire, unless approved by the Town Manager or designee.*

2. *Town employees in the classified service shall accrue annual leave as follows:*

- *0 – 4 years of service* - 80 hours
- *5 – 9 years of service* - 96 hours
- *10 – 14 years of service* - 120 hours
- *15 – 19 years of service* - 160 hours
- *20 or more years of service* - 200 hours

a) *Employees with remaining annual leave balances as of the end of the last pay period of the calendar year shall be able to carry over the unused leave to the following year. The maximum cumulative amount of the annual leave eligible to be carried forward shall be 400 hours. Annual leave balances in excess of 400 hours at the end of the last pay period of the calendar year shall be forfeited.*

b) *In the event of separation from Town employment of an eligible employee, said employee or his/her heirs shall be entitled to receive compensation for annual leave accrued. If the annual leave balance is negative, it will be the responsibility of the employee to reimburse the Town.*

c) *Annual leave is generally given at the convenience of the employee, however, the needs of the employer must be considered as paramount. Department heads shall approve with consideration of the seniority of the employee any annual leave that is requested in advance.*

d) *Each department head shall be responsible for monitoring annual leave earned and taken by each employee in his/her department.*

E. ~~PERSONAL LEAVE SICK LEAVE~~

~~Each merit system employee is entitled to three days personal leave in each calendar year. This fringe benefit is not accruable nor compensable upon separation from Town employment. Employees appointed after January 15th of a given calendar year earn this benefit at the rate of .75 of a day for each three months. Employees are to be informed by their supervisors that the primary purpose of this personal leave is for personal business such as illness of members of family and employees are to be encouraged to save personal leave for these purposes.~~

The Town shall provide employees with a paid leave benefit to be used when sickness, other disabling conditions or medical treatment preclude an employee from reporting to work. Sick leave is paid leave that may be granted to an eligible employee who, by reason of

sickness or injury, outside the scope of his/her employment, becomes incapacitated to a degree that makes it impossible to perform the assigned duties, or who is quarantined by a physician due to exposure to a contagious disease. Sick leave may also be granted for medical, dental, or optical examination or treatment.

1. No sick leave shall be allowed during the first six (6) months of employment but said six (6) months shall be considered in calculating an employee's sick leave for his first year's employment.
2. *In computing sick leave credit, all full-time employees of the Town shall be considered to have earned eight (8) hours of sick leave for each full month worked that said employee has not been absent.**

*NOTE: absent means off from work due to unexcused absence (taking time off without approval or accrued leave) or leave without pay.

3. *Sick leave year. For the purpose of earning and accruing sick leave, the twelve-calendar-month period between January 1 and December 31 is established as the leave year.*
4. *Every full-time employee in the classified service shall be entitled to accumulate unused sick leave from year to year with no limit.*
5. Employees unable to report to work or incapacitated while en route to work are to communicate that fact to their supervisor or another responsible employee in their assigned area by phone, one hour prior to the designated time for start of work. The employer may instruct an employee to call a secondary number. Individuals failing to do so will not receive paid sick leave unless proof is subsequently furnished that the reporting delay was unavoidable.
6. Employees on sick leave for more than three days shall provide a physician's certificate upon their return to work. Department Heads, at their option, may also require a physician's certificate for any period of absence. Physician's certificates shall verify that the employee was under his care and shall indicate the duration of the employee's inability to work. The employee's supervisor shall be advised of any anticipated date to return to work as provided by the employee's physician.
7. Employees whose accrued sick leave has been exhausted may apply to the Town Manager in writing to be placed on leave without pay. If granted, the same provisions shall apply as those individuals injured on the job (see section on work related injuries).
8. Eligible permanent employees who utilize no sick leave during a given calendar year are entitled to one (1) additional day of annual leave for the following calendar year.

9. The Town reserves the right to require any employee, who by reason of sickness or injury is unable to perform his or her duties or who has a contagious condition that could affect the health of others, to take immediate sick leave.

10. *In the event of retirement from Town employment any employee participating in a Town Retirement Plan shall transfer all unused sick leave to include as years of service towards their retirement as specified in the State Retirement and Pension System. Unused sick leave shall not be compensated upon separation for employees participating in the State Retirement and Pension System. (Effective June 30, 2015).*

11. *In the event of separation from Town employment of only those employees ineligible¹ to participate in the State Retirement and Pension System and are qualified for sick leave hereunder, said employee or his dependents shall be entitled to 50% compensation for earned up to a maximum of 480 hours and use all or part of the same for any illness. (Effective June 30, 2015).*

F. ~~DONATED LEAVE PERSONAL LEAVE~~

~~1. An employee shall have the opportunity to donate unused annual, sick or personal leave to another employee in certain circumstances of need.~~

~~2. In order to receive donated leave, the receiving employee shall have exhausted all available sick, annual, and personal leave otherwise available for their use. Donated leave shall be available for use by the receiving employee only as sick leave.~~

~~3. The use of donated medical leave shall require a physician's certificate as documentation of medical care and the anticipated period of absence.~~

~~4. Donated leave shall be administered and approved by the Town Manager. Requests for donated leave shall be in writing by the receiving employee and shall require the approval of the receiving employee's supervisor.~~

~~5. Employees donating leave shall certify that, after any leave has been donated, their remaining sick leave balance shall be at least 240 hours.~~

~~6. An employee shall be eligible to receive a maximum of 2080 hours of donated leave during their employment with the Town.~~

Each merit system employee is entitled to twenty-four (24) hours personal leave in each calendar year. This fringe benefit is not accruable nor compensable upon separation from Town employment. Employees appointed after January 15th of a given calendar year earn this benefit at the rate of .75 of a day for each three months. Employees are to be informed by their supervisors that the primary purpose of this personal leave is for

¹ Ineligible – employees who are contractual, already receiving a retirement, and/or initially opted not to enroll in Town retirement plan.

personal business such as illness of members of family and employees are to be encouraged to save personal leave for these purposes.

G. PENSION — RETURNING EMPLOYEES SPECIAL LEAVE

- ~~1. Employees who resigned from the Town's employment during the preceding eleventh (11th) month and who are re-employed by the Town may receive full credit for their accrued pension benefits. The decision as to whether or not these benefits shall be granted is made by the Town Manager based on whether or not the employee left in good standing. All other pension information is contained in the Pension Trust Agreement of the Town of Centreville.~~
2. Health Insurance Benefits — All employees retiring under the Town of Centreville Pension Trust Agreement with twenty five (25) years or more of service to the Town, shall have in addition to the benefits allowed under the Town of Centreville Pension Trust Agreement, health insurance provided to the retiring employee, and paid by the Town.

Special leave is paid or unpaid leave granted at the discretion of the Town Manager to an eligible employee for specified purposes, personal reasons and other reasons deemed to be in the best interest of the Town service.

1. Bereavement Leave

Town employees may be granted leave with pay for a period not to exceed three (3) days because of death in his/her immediate family. Immediate family as used in this paragraph shall be defined as the employee's parents, grandparents, children, grandchildren, brothers, sisters, husband, wife, mother-in-law or father-in-law, or those same immediate family members related by marriage (e.g. step-parents, etc.).

2. Civil Leave

Town employees may be granted leave with pay when subpoenaed as a witness in a court or other proceeding for which the law permits compulsory attendance or called to and report for, jury duty. Any employee, who is subpoenaed as a witness shall report to work promptly after being excused as a witness. Any employee who is called for jury duty shall report to work promptly after being excused from the jury.

3. Compensatory Leave (FLSA Exempt Employees Only)

Employees not eligible to receive overtime pay may be approved to receive compensatory time under the following conditions:

- a) Such compensatory time is approved by the employee's supervisor.

- b) Compensatory time may only be earned after an employee has worked at least ½ hour beyond the regular work day. Total compensatory time includes first ½ plus any time worked after the first ½ hour on that day.
- c) An employee may be authorized to receive compensatory time for time worked outside the employee's regular workweek (for example, Saturdays, Sundays, or holidays) only after the employee has worked in excess of ½ hour on the day for which compensatory time is to be received. Total compensatory time earned includes the first ½ hour worked on that day, plus any time worked after the first ½ hour on that day.
- d) Compensatory time for exempt employees shall be forfeited if it is not used within 1 year of the date on which it was accrued.
- e) This fringe benefit is not compensable upon separation from Town employment.
- f) The extent to which an employee may use compensatory time earned under this section is subject to prior approval by the employee's supervisor. A supervisor shall permit an employee to use compensatory time if the following conditions exist:
 - iii. The employee gave the supervisor reasonable notice of the employee's intention to use compensatory time; and
 - iv. The employee's use of compensatory time does not unduly disrupt the appointing authority's operations.

4. Donated Leave

- a. An employee shall have the opportunity to donate unused annual, sick or personal leave to another employee in certain circumstances of need.
- b. In order to receive donated leave, the receiving employee shall have exhausted all available sick, annual, and personal leave otherwise available for their use. Donated leave shall be available for use by the receiving employee only as sick leave.
- c. The use of donated medical leave shall require a physician's certificate as documentation of medical care and the anticipated period of absence.
- d. Donated leave shall be administered and approved by the Town Manager. Requests for donated leave shall be in writing by the receiving employee and shall require the approval of the receiving employee's supervisor.
- e. Employees donating leave shall certify that, after any leave has been donated, their remaining sick leave balance shall be at least 240 hours.

- f. An employee shall be eligible to receive a maximum of 2080 hours of donated leave during their employment with the Town.

5. Family Medical Leave Act of 1993 (FMLA)

FMLA is a federal law which entitles eligible employees to up to a total of 12 workweeks of paid or unpaid leave (continuous or intermittently) in any 12-month period for any of the following reasons:

- f. Birth of a child and to care for the newborn child.
- g. Placement with the employee of a child for adoption of foster care.
- h. A serious health condition that makes an employee unable to perform functions of the employee's job.
- i. To care for the employee's spouse, child, or parent with a serious health condition, or an adult child who cannot care for himself/herself.
- j. Military – serious injury or illness, deployment, or has been notified of an impending call or order to covered active duty.

6. Injury Leave

Employees who have a work-incurred injury shall use sick leave until the respective insurance carrier begins to compensate the employee, provided however, that the employee has accumulated enough sick leave to cover the time between the work-incurred injury date and the insurance carrier pay-off date. After accrued leave is used up, compensation shall be paid, if approved, by the contracted insurance carrier. Employees absent due to work-incurred injury shall be carried on the books of the Town for a period of one year as absent on leave without pay. The various insurance premiums due and payable by the employee shall be paid for by the employee for twelve (12) months of absence and the appropriate payment shall be contributed by the Town for that period. After an absence of one (1) year, employees absent due to work-incurred injuries, who wish to continue being covered by the various insurance policies, shall pay both the Town's and the employee's share. Employees absent for a period of more than one (1) year shall be dropped from the rolls of the Town. (See also Benefits - Worker's Compensation Insurance)

7. Leave of Absence

The Town Manager may grant a leave of absence, without pay, for a definite or indefinite period, not to exceed one year. Such leaves may be granted for physical disability, study or training of value to the Town of Centreville, and/or personal reasons. The Town Manager may fill this position during the temporary absence of the incumbent, unless eligible employee is covered under FMLA during the approved 12-month period.

Should it be determined that the employee is violating the provisions of this section, the Town Manager shall notify the absent employee that his/her leave has been terminated and order him/her to return to work; if such employee refuses to return to his/her employment within ten (10) working days, he/she should be regarded as having resigned from his position.

An employee returning from a leave of absence shall be reinstated to a position of like status, seniority and pay provided he complies with the provision of this section. (SEE ALSO FMLA)

- a. The Town Manager may, on application of the employee, extend the leave of absence without pay given for work incurred injury or illness for a period of one additional year. This application must reach the Town Manager in writing during the tenth month of absence.
- b. The Town Manager may grant a leave of absence without pay for a definite or indefinite period not to exceed 100 working days per year, to individuals running in a primary or general election for political office or who have been elected to a political office.

8. Military Leave

Every eligible Town employee, irrespective of classification, except temporary, emergency or part-time employees, who is a member of the organized militia or the Army, Navy, Air Force or Marine Reserve, shall be eligible for grants of paid military leave for training not to exceeding fifteen (15) calendar days, only when required by the laws of the State of Maryland or of the Federal Government. Applications for military leave for training purposes shall be made in advance of use immediately upon receipt of official notification thereof from the appropriate military authorities before an employee shall be entitled to payment for such leave. An eligible Town employee shall not receive more than one such leave or grant of paid military leave for training purposes in a twelve (12) month calendar period.

H. PENSION – RETURNING EMPLOYEES

1. Employees who resigned from the Town's employment during the preceding eleventh (11th) month and who are re-employed by the Town may receive full credit for their accrued pension benefits. The decision as to whether or not these benefits shall be granted is made by the Town Manager based on whether or not the employee left in good standing. All other pension information is contained in the Pension Trust Agreement of the Town of Centreville.
2. Health Insurance Benefits - All employees retiring under the Town of Centreville Pension Trust Agreement with twenty-five (25) years or more of service to the Town, shall have in addition to the benefits allowed under the Town of Centreville Pension

Trust Agreement, health insurance provided to the retiring employee, and paid by the Town.

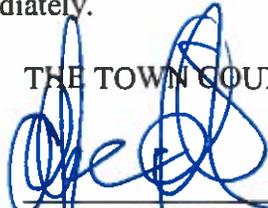
2. This Resolution shall be effective immediately.

ATTEST:



Carolyn M. Brinkley, Town Clerk

THE TOWN COUNCIL OF CENTREVILLE



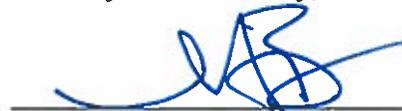
George G. Sigler, President

Timothy E. McCluskey, Vice President



Timothy E. McCluskey, Vice President

Jim A. Beauchamp, Member



Jim A. Beauchamp, Member