

07/30/2026

Town of Mineral Council Members

312 Mineral Ave Mineral VA 23117

Subject: Request for Official Resignation

Dear Council Members,

I am writing to formally request the immediate resignation of Pam Harlowe from the position of Mayor and Acting Town Manager of Mineral.

This request comes after a thorough review of serious, ongoing deficiencies in her performance and management oversight. Over time, these operational failures have disrupted municipal functions, undermined staff stability, and exposed the town to significant legal and financial risk.

Specifically, this request is based on the following critical issues:

Negligence in Payroll Operations: She hired an individual who lacked the necessary qualifications and competence to handle payroll duties. This failure has directly resulted in persistent, severe administrative errors.

Failure to Address Payroll Disruptions: Staff members have faced recurring issues with incorrect compensation and unissued paystubs. Despite these ongoing problems, she has failed to take corrective action or resolve these discrepancies in a timely manner.

Lack of Support for Staff: Rather than providing adequate guidance, training, or resources to manage municipal operations, she has left personnel unsupported, creating an

unstable work environment and damaging employee morale.

Improper Hiring and Contracting Practices: She executed employment arrangements without valid, legally binding contracts—specifically relying on informal notes and scrap paper rather than standard municipal legal agreements. This violates basic public administration standards and exposes the town to severe legal liability.

General Non-Performance of Duties: Beyond these specific administrative breakdowns, she has consistently failed to fulfill core responsibilities essential to the role of Town Manager, compromising the overall administration of the town.

Furthermore, no progress has been made for the town since she took office in November; she has done nothing but seek out a personal vendetta, carelessly spending the town's money to do so.

Given the severity of these management failures and the breakdown of professional trust, it is clear that a transition in leadership is necessary.

Please submit a formal letter of resignation to Mineral Town Council as soon as possible.

Sincerely,

Jessica Osborne

A handwritten signature in blue ink, appearing to read "Jessica Osborne", with a stylized, cursive script.

Town of Mineral DMV Select Supervisor