



**TOWN OF HAYMARKET TOWN COUNCIL**  
**REGULAR MEETING**  
**~ MINUTES ~**

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
 Haymarket, VA 20169

Monday, April 1, 2019

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

**I. Call to Order**

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Absent, Councilman Steve Shannon: Present, Mayor David Leake: Present.

**II. Pledge of Allegiance - Alvey Elementary School Cub Scouts**

Bears Den 4 Pack 1382 leads the evening's pledge.

**III. Invocation - Pastor Mark Brady, Park Valley Church**

Pastor Mark Brady gives the evening's Invocation.

**IV. Minutes Approval**

1. Mayor and Council - Work Session - Mar 4, 2019 6:00 PM
  2. Mayor and Council - Regular Meeting - Mar 4, 2019 7:00 PM
- Vice Mayor Edwards moves to accept the March 4, 2019 6 PM work session minutes and the March 4, 2019 7 PM regular meeting minutes. Councilman Leake seconds the motion.

There is no discussion on the motion.

**RESULT:**           **ACCEPTED [UNANIMOUS]**  
**MOVER:**           Susan Edwards, Vice Mayor  
**SECONDER:**       Connor Leake, Councilman  
**AYES:**             Edwards, Day, Leake, Panthi, Shannon  
**ABSENT:**          Bond Cavazos

**V. Department Reports**

- 1. Administrative Staff Reports - Shelley Kozlowski, Clerk of Council/Office Manager**  
 Clerk of the Council and Office Manager, Shelley Kozlowski, highlights the Administrative Reports including the Engineer's Report, Planning and Zoning and Treasurer. Announces the upcoming Fox 5 Zip Trip live broadcast slated for Friday, May 31st in Haymarket.
- 2. Police Department Report - Chief Kevin Lands**  
 Chief Lands highlights his report and events happening within the police department.

**VI. Citizen's Time**

Mayor asks that a letter that was emailed to the Mayor and Council be made part of Citizen's Time.

Bob Weir, 6853 St. Paul Drive, shares concerns with the playground plan, the draft budget, specifically the police department, and items on the draft CIP.

**VII. Agenda Items**

- 1. Washington Street Crepe Myrtles**  
 Ms. Kozlowski presents the 4 proposals to the Council for the removal of 28 Hawthorne trees and the planting of 38 Crepe Myrtles with funding coming from the Historic Foundation line item.

Councilman Shannon moves *the Town Council to approve the replacement of existing street trees with Red Rocket Crepe Myrtles, and to direct Staff to award the proposal to Premier Turf and Landscaping \$14,000.* Vice Mayor Edwards seconds the motion. Councilman Shannon amends his motion *to include that the funding will be taken from the Historic Foundation line item.* Vice Mayor Edwards agrees to the amended motion.

There is no further discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Susan Edwards, Vice Mayor
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

## 2. Painting Bids for Town Rental Properties

Ms. Kozlowski shares with the Council the painting proposals.

Vice Mayor Edwards moves *that the Town Council accept the bid from Alex Painting in the amount of \$23,700.00 for the exterior painting of the Museum, the Washington Street Realty Building, and the Hulfish House and shed.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

## 3. Computer at the Dais

Councilman Shannon moves *that the Town Council proceed with Staff's recommendation to purchase 8 14" HP Touchscreen Chromebooks for the Dais.* Councilman Panthi seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Madhusudan Panthi, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

## 4. Town Center Bid Report

Council discuss the recent Town Center Bid Report, time frame of project and possible funding.

## 5. Draft CIP

Council reviews the CIP that was reviewed and recommended for approval by the Planning Commission. After much discussion, the Planning Commission decided to keep the Quiet Zone in the CIP. Discussion also included other items in the CIP including the police cruisers as well as some expenditure for infrastructure to assist with what is already in place.

## 6. Proposed Public Hearing Dates

Mayor Leake indicates that there is no increased tax rate. Discussion ensues concerning increasing the meal's tax.

The Mayor asks for a 5 minute recess.

The Mayor and Council reconvene at 8:20 PM.

Vice Mayor Edwards moves *the Haymarket Town Council authorize the Clerk to advertise a public hearing for May 20, 2019 at 7 PM for public comments on the FY 2019-20 real property tax rate remaining at the existing rate of 0.146 per \$100 of assessed value. This notice shall*

also include the information required under Section 58.1-3321 of the Code of Virginia.  
Councilman Leake seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

#### 7. 2019-2020 Budget Draft

Vice Mayor Edwards moves *the Haymarket Town Council authorize the Clerk to advertise a public hearing to be held on the draft Fiscal year 2019-20 Budget on May 21, 2019 at 7 PM.*  
Councilman Shannon seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

### VIII. Board of Zoning Appeals Board Member Vacancy

Vice Mayor Edwards moves *to recommend to the Circuit Court of Prince William County to appoint John King to the Town of Haymarket's Board of Zoning Appeals for a term ending January 31, 2023.*  
Councilman Shannon seconds the motion.

There is no discussion on the motion.

#### 1. Motion

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

### IX. Playground Proposal

At the consensus of the Mayor and Council, the Playground agenda item from the work session is added to the evening's regular agenda.

#### 1. Motion

Councilman Leake moves *to approve the funding and construction of the Haymarket Community Park Playground, specifically for the equipment to be purchased in FY2019 and the construction to occur in FY 2020.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

### X. Updates

#### 1. Planning Commission

Councilman Shannon, Planning Commission Liaison, states that they discussed the CIP, playground and street trees.

## 2. Architectural Review Board

Ms. Lockhart states that at the ARB meeting they had an application for residential solar panels which was approved. She continues stating that they also recommended for approval the crepe myrtles and discussed the status on the property across the street.

## XI. Historic Preservation Intern

At the consensus of the Mayor and Council, the Historic Preservation Intern agenda item from the work session is added to the evening's regular agenda.

### 1. Motion

Vice Mayor Edwards moves *that the Town Council direct staff to post the Historic Preservation Intern job by Friday, April 5, 2019 to include the revised job description as amended April 1, 2019, with the pay rate of \$12 an hour per period not to exceed 32 hours a week for 12 weeks.* Councilman Leake seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

## XII. Councilmember Time

### 1. Steve Shannon

Councilman Shannon updates the Town Planner and Council regarding Sherwood Forest's concrete and asphalt work. Reiterates that he is proud to be part of the team and takes his hat off to the Town Staff and Chief.

### 2. Connor Leake

No comments.

### 3. Madhu Panthi

No comments.

### 4. Susan Edwards

Vice Mayor Edwards announces to the Council that, Michael Spence, from Mary Washington University is coming on Thursday. She states that he will be shooting elevations and getting the measurements of the buildings for our records free of charge.

### 5. Bond Cavazos

Absent.

### 6. Robert Day

No comments.

### 7. David Leake

No comments.

## XIII. Closed Session

**Enter into Closed Session:** *Move that the Council convene in closed session to discuss legal issues with regard to town rental property leases as permitted by Va. Code section 2.2-3711A (8).* Vice Mayor Edwards moves. Councilman Shannon seconds.

There is no discussion on the motion.

### 1. Motion

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

**2. Motion**

**Certification of Closed Session:** Move that the Council certify that in the closed session that just concluded nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Vice Mayor Edwards moves. Councilman Leake seconds.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon, Leake
<b>ABSENT:</b>	Bond Cavazos

**XIV. Adjournment**

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Bond Cavazos

Submitted:

Approved:

  
 \_\_\_\_\_  
 Shelley M. Kozlowski, Clerk of the Council

  
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 David Leake, Mayor

