



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, July 2, 2018

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. Roll Call

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

II. Invocation - Joel Andreason, Bishopric Second Counselor of the Haymarket Ward, of the Church of Jesus Christ of Latter-day Saints

Joel Andreason, Bishopric Second Counselor of the Haymarket Ward, of the Church of Jesus Christ of Latter-day Saints gave the evening's Invocation.

III. Pledge of Allegiance

The evening's pledge was lead by Girl Scout troop 5204.

IV. Minutes Approval

1. Mayor and Council - Regular Meeting - Jun 4, 2018 7:00 PM

Councilman Leake makes a motion *to approve the Minutes from the June 4, 2018 meeting.* Councilman Shannon seconds the motion.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day, Panthi

V. Citizen's Time

Marchant, Naomi and Sierra Schneider, 14811 Rising Sun Lane, addresses the Council to thank the Police Department for participating in the end of the school year "Water Balloon Battle" in the Longstreet Commons neighborhood.

Maureen and Jim Carroll, 6862 Track Court, express their disappointment with the recent censure of Vice Mayor Joe Pasanello and express their gratitude to Mr. and Mrs. Pasanello for their service to the Town.

Dottie Leonard, 14801 Washington Street, shares concerns with the recent censure as well. Thanks Mr. Pasanello, the Mayor and all the Council members, past and present for all of their hard work on behalf of the Town.

VI. Public Hearing - SUP#2018-008 - St. Michael's Academy

Town Planner, Emily Lockhart, states that the public hearing this evening is to permit an educational facility, St. Michael's Academy, in the R-1 district at 6735 Fayette Street. She further adds that they are here to renew their Special Use Permit and with this SUP they will be removing their modular trailer and moving all students into the parish hall. She concludes that their are decreasing the intensity of their current use.

Mayor Leake opens up the public hearing for those who wish to address the Council.

St. Michael's Academy's Preschool Administrator, Anita Stevens, addresses the Council. She asks the Council to continue their permit for the modular until December, 2018. She also asks that they be labeled as an educational facility.

With no one else for comment, Mayor Leake closes the public hearing.

1. St. Michael's Academy Public Notice

VII. Haymarket Masonic Lodge No. 313 Community Builder's Award - Charles Wagner, presenter

Members of the Haymarket Masonic Lodge presented the "Community Builder's award to the Town of Haymarket's Police Department.

VIII. Department Reports

1. Police Department Report - Chief Kevin Lands

Chief Lands addresses the dais. He reports that the department held the annual water balloon fight with the children of the Longstreet Commons subdivision. He also reports that they had their recent car show and thanks community liaison officer, Corie O'Neal for putting it together. He further adds that they are currently working on "National Night Out" which is set for August 7. He reports that Officer Davis and the police department held a women's self defense class this month at Next Level Fitness and all donations will be put towards the AEDs. He states that currently they have enough to purchase four. He also reports that they held a safety day at Haymarket Baptist Church Preschool and Kindergarten. He concludes that the new classroom in the back of the police department has been certified by the Department of Criminal Justice Services.

Councilman Leake states that he was at another town meeting for one of the boards and someone commented that they would like to see the current chief do more bike rodeos like the previous chief. He further adds that to his knowledge, the current chief is the only one that has conducted these events since his time on Council. Chief Lands states that is correct and have done four a year since he has been the Haymarket Police Chief.

Councilman Leake also shares concerns with a recent article in the Prince William Times and the comment section stating that we are a "speed trap town" and all we do is spend money on police vehicles. He further adds that he believes the reason why we entered into a lease program for the vehicles was because of the amount of money the Town was spending on the older police cruisers. Chief Lands agrees with that statement and references the comment concerning the tickets that are being written in Town, he states that in June alone, the department has given 100 warnings more than written tickets. The Chief concludes his report stating that although law enforcement is our primary responsibility, community policing and community service is more what we do than law enforcement on a percentage basis.

2. Building Official's Report - Prince William County

Mayor Leakes asks if there are any comments or concerns regarding the Building Official's report.

Councilman Leake asks if there are any complaints?

Ms. Lockhart addresses the questions. She states that there is an applicant that has been through the site plan phasing and granted zoning approval in Town. She further adds that when they went to the County they switched a couple of items on their building plan which was not in conformance with our Zoning Ordinance. She states she did have to notify the County and applicant. She concludes that they are working on the changes but expressed that wish they could work directly with the Town.

Business Manager, Jerry Schiro, states that the County Fire Marshall's office posted two of the buildings across the street.

3. Business and Community Relations Specialist's Report - Denise Andrews

Mayor Leake asks if there are any comments or concerns regarding the Business and Community Relation Specialist's report. There were no comments.

4. Town Planner Report - Emily Lockhart

Ms. Lockhart reports that the Architectural Review Board had a busy month with new projects. She further reports that the Planning Commission met on the 18th and there will be a continuation meeting for the Crossroads' public hearing on July 9th. She reminds the Council that since the regular meeting of the Planning Commission falls on July 4th, it has been rescheduled for Monday, July 9th. She states that the Ice Plex has paved their new parking lot and A Dog's Day Out is moving right along as well. She adds that we have a newly adopted fee schedule and is updated on the website.

5. Town Engineer's Report

Mayor Leakes asks if there are any comments or concerns regarding the Town Engineer's report.

Councilwoman Edwards asks Ms. Lockhart if the Town has received any notification as to when the wall near Chick fil A will be completed by VDOT? Ms. Lockhart states she has tried contacting our VDOT representative concerning the wall but they have not responded. Councilman Shannon adds that he can assist with getting Ms. Lockhart a point of contact.

6. Treasurer's Report - Roberto Gonzalez

Town Treasurer, Roberto Gonzalez, reports to the Mayor and Council that we are in the "black". He states that he met with Mary Earhart to begin prepping for the annual audit. He adds that we have tentatively scheduled the auditors to come on sight the first week in October. He further adds that Haymarket Day revenue is coming in and will be noted in next month's report. He concludes that he attended the Virginia Association of Treasurer's conference in Roanoke earlier in June.

7. Business Manager's Report - Jerry Schiro

Business Manager, Jerry Schiro, highlights his report stating he assisted with some of the blighted properties in town concerning the Prince William County Fire Marshall's inspections of Payne Lane. He adds that two of the buildings have been condemned and posted. He reports that a letter has been sent to the owner of the property and are waiting for a response. Mr. Schiro reports that he has shown some of the rental space. He states that he worked on some maintenance issues with the Town Hall building as well as some other properties. He concludes that he negotiated a lease renewal with the Copper Cricket.

Mr. Schiro states that there is a resolution as well as a copy of our Town's spending policy before the Council concerning recognizing spending for emergency tree removal. He explains that these were trees that were damaged by the recent wind and rain storms. He states that he procured some bids on the removal of the trees but was waiting for the new fiscal year. However, in light of the fact that we were put on notice by some concerned residents, he conferred with the Mayor and they authorized the tree removal. He states the cost was \$11,000. He adds that the spending policy states that the Town Manager has the authority to spend up to \$10,000 with bids and up to \$25,000 with approval and conferring with the Mayor to take care of a situation that could end up causing additional damage or liability to the Town. He concludes that this resolution before the Council fulfills his responsibility to report that this was done.

The Resolution was made part of the record:

Haymarket Town Council
Resolution #2018-08

RESOLUTION RECOGNIZING SPENDING FOR EMERGENCY TREE REMOVAL

WHEREAS, the Haymarket Town Council adopted "Policies Regarding the Expenditure of Town funds" on July 7, 2014; and

WHEREAS, the said policy establishes the spending limit of appropriated funds at \$10,000 for the Town Manager (Business Manager) and requires the Town Manager to have the appropriate Committee of the Council review and recommend to the Town Council for approval of the expenditure; and,

WHEREAS, the said policy establishes exceptions in instances where "failure of equipment or damage to Town owned property which may lead to further damage or may create a hazardous situation, the Town Manager, with the knowledge and approval of the Mayor, may spend up to \$25,000 for needed repairs..." and,

WHEREAS, numerous trees were damaged in the Haymarket Community Park as a result of a heavy accumulation of rainfall and high winds and the Business Manager was put on notice that the damaged trees created a threat to private property; and

WHEREAS, the Business Manager, with the approval of the Mayor, authorized the damaged trees to be removed from the park at a cost of \$11,000.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia meeting in regular session this 2nd day of July 2018 recognizes that the aforementioned spending was in compliance with the exception to the spending policy as outlined above.

BY ORDER OF THE HAYMARKET TOWN COUNCIL
Done this 2nd day of July 2018

8. Motion

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

IX. Action Items

1. Resolution #2018-05

The Resolution was incorrectly numbered. It was changed to Resolution #2018-06, Resolution to reduce the size of the Haymarket Planning Commission to Five Members.

Councilman Leake makes a motion to approve Resolution #2018-06. Councilwoman Edwards seconds the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

2. Motion

Councilman Leake makes a motion to approve Resolution #2018-07, Resolution to reduce the size of the Haymarket Architectural Review Board. Councilman Day seconds the motion.

The Resolution was made part of the record:

Haymarket Town Council Resolution #2018-07

RESOLUTION TO REDUCE THE SIZE OF THE HAYMARKET ARCHITECTURAL REVIEW BOARD

WHEREAS, Secion 58-14.6, of the Haymarket Town Code establishes an Architectural Review Board for the purpose of making effective the provisions of Article XIV of said Code, and

WHEREAS, the board shall consist of up to seven members, but not fewer than five, appointed by the Town Council; and

WHEREAS, the Architectural Review Board membership now consists of seven members; and

WHEREAS, it is the desire of the Haymarket Town Council to reduce the Architectural Review Board Membership to five.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia meeting in regular session this 2nd day of July 2018 that the Haymarket Architectural Review Board shall now consist of five Appointed Members.

BY ORDER OF THE HAYMARKET TOWN COUNCIL

Done this 2nd day of July 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Robert Day, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

3. Saint Michael's Academy Special Use Permit

Ms. Lockhart highlighted the Special Use Permit application. Ms. Lockhart made a recommendation for approval with the following conditions that the Planning Commission already set forth.

Councilman Leake shares concerns with the safety of the children and teachers wandering onto the Payne Lane property. Mayor Leake states that this has been discussed with them.

Councilwoman Edwards makes a motion to approve SUP#2018-008, St. Michael's Academy, with the following conditions. (1) That the number of children is limited to number permitted by the occupancy permit. (2) That the modular trailer is to be removed by December 31, 2018. (3) Parking and traffic shall follow the pre-approved plan and if anything changes or is altered, the applicant must return to the Town Planner for an amendment to the Special Use Permit and this SUP will be ineffective indefinitely. The motion is seconded by Councilman Shannon.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

X. Updates

1. Planning Commission

Councilman Shannon states that he was not at the last meeting, however, after a briefing with Ms. Lockhart he states that they will have another continuation meeting on July 9th. He states that the traffic analysis for Crossroads Village was approved. He concludes there was a closed session and work session to prep the Comp. Plan as well.

2. Architectural Review Board

Councilwoman Edwards states that the ARB has been very busy. She states that they had a work session with the architects from the Meladon group. She continues stating that the house design plans for the 3 lots on Fayette Street. She concludes that McDonald's came to the last meeting with generic renderings for the existing building. She explains that the plans were too modern for the town and the representative will take the boards comments back to corporate and they will be back in August.

XI. Closed Session

1. Enter into Closed Session

Move that the Council convene in closed session to discuss the following as permitted by Virginia Code section 2.2-3711 (A) (1), personnel matters involving appointments of particular

officers and employees specifically the Planning Commission and Architectural Review Board and the personnel matters involving town staff.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

2. Certification of Closed Session

Move that the Council certify that in the closed session just concluded, nothing was discussed except the matter or matters ones specifically identified in the motion to convene in closed session and to lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Leake, Shannon, Leake, Cavazos, Day
ABSENT:	Madhusudan Panthi

XII. Appointments

1. Motion

The Mayor opens the floor for nominations for Vice Mayor. Councilman Shannon *moves that the Haymarket Town Council appoint Councilwoman Susan Edwards as Vice Mayor of the Town of Haymarket.* Councilwoman Cavazos seconds the motion. Mayor Leake asks if there is any discussion on the motion. There were no additional nominations.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Steve Shannon, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Connor Leake, Steve Shannon, Bond Cavazos, Robert Day
ABSTAIN:	Susan Edwards
ABSENT:	Madhusudan Panthi

2. Motion

The Mayor opens the floor for nominations for Liaison to the Planning Commission. Councilman Leake *moves that the Haymarket Town Council appoint Councilman Steve Shannon as Liaison to the Haymarket Planning Commission.* Councilwoman Cavazos seconds the motion. There were no additional nominations.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

3. Motion

The Mayor opens the floor for nominations for Liaison to the Architectural Review Board. Councilwoman Edwards *moves to appoint Councilwoman Bond Cavazos as Liaison to the Architectural Review Board.* Councilman Leake seconds the motion. There were no additional nominations.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Connor Leake, Councilman
AYES: Edwards, Leake, Shannon, Cavazos, Day
ABSENT: Madhusudan Panthi

4. Motion

The Mayor opens the floor for nominations for two seats on the Haymarket Planning Commission. Councilman Leake *moves to reappoint Matt Caudle as a member of the Haymarket Planning Commission for the term of July 2, 2018 - June 30, 2022.* Vice Mayor Edwards seconds the motion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Connor Leake, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Edwards, Leake, Shannon, Cavazos, Day
ABSENT: Madhusudan Panthi

5. Motion

Councilman Shannon *moves to appoint Anthony Glen James, Jr. as a member of the Haymarket Planning Commission for the term of July 2, 2018 - June 30, 2021.* Councilman Leake seconds the motion. There were no additional nominations.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Shannon, Councilman
SECONDER: Connor Leake, Councilman
AYES: Edwards, Leake, Shannon, Cavazos, Day
ABSENT: Madhusudan Panthi

6. Motion

The Mayor opens the floor for nominations for the Haymarket Architectural Review Board. *Vice Mayor Edwards makes a motion to appoint Marchant Schneider as a member to the Haymarket Architectural Review Board for the unexpired term of November 3, 2014 - November 3, 2018.* Councilman Shannon seconds the motion. There were no additional nominations.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Steve Shannon, Councilman
AYES: Edwards, Leake, Shannon, Cavazos, Day
ABSENT: Madhusudan Panthi

XIII. Dissolution of Position

Councilman Leake makes a motion *to eliminate the position of Business and Community Relation Specialist effective today and paid 2 weeks severance.* Councilman Shannon seconds the motion.

1. Motion

RESULT: ADOPTED [UNANIMOUS]
MOVER: Connor Leake, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Edwards, Leake, Shannon, Cavazos, Day
ABSENT: Madhusudan Panthi

XIV. Councilmember Time

1. Steve Shannon

Councilman Shannon states that he is super proud of being part of this Town and proud to serve on this Town Council. He thanks the prior Council that he had the honor to serve with and

appreciates their work as well as the work of the Planning Commission. He expresses how proud he is of our police department. He congratulates and welcomes the new Council members. Councilman Shannon concludes stating that he looks forward to the next 2 years and truly believes that we will carry on the great things that the previous Council has carried.

2. Connor Leake

Councilman Leake touches on a few comments that he has heard around the town. He states that all of our email addresses are on the Town website if anyone would like to reach out to members of Council. Referencing some of the older buildings in town, he reaffirms that the Town does have a blight ordinance in place and Ms. Lockhart, our Zoning Administrator, has been working very diligently and has put a lot of time and effort into executing it. He also states in regards to our Zoning Ordinance, the Town doesn't just magically choose where they want things to go. He further adds that the property owners have a by-right use of their property and they have a right to develop on their land per our Zoning Ordinance. He continues that our Zoning Ordinance is made up from our Planning Commission and we did a full Zoning Ordinance rewrite just last year and passed it in the June/July time frame. He concludes that there are steps and a process we follow. Councilman Leake states that the Town has done quite a bit of restoration to town owned buildings. He adds that we need to lead by example, we can't ask our residents to keep up their properties if the Town does not. He concludes his Council member time by thanking the previous Council, the staff and police department as well as welcomes the new Council.

3. Susan Edwards

Vice Mayor Edwards states that she is happy that the new Council members are here and excited about the next 2 years. She thanks the staff, police department and residents for all of their support.

4. Bond Cavazos

Councilwoman Cavazos states that she is so glad that they found their house in Haymarket. She feels that we have such a special place here. She concludes that she is honored and proud to serve our community.

5. Robert Day

No comment.

6. Madhu Panthi

Absent

7. David Leake

Mayor Leake expresses what a special Town we have and when we look at our tag line "everyone's hometown" we do embrace the residents of Dominion Valley, Piedmont, Parks of Piedmont, Somerset, Heritage Hunt and other areas because they truly help make this Town what it is.

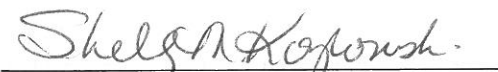
XV. Adjournment

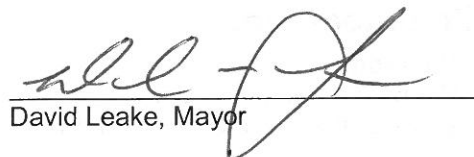
1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Leake, Shannon, Cavazos, Day
ABSENT:	Madhusudan Panthi

Submitted:

Approved:


Shelley M. Kozlowski, Clerk of the Council


David Leake, Mayor