

Town of Haymarket~Mayor Pamela E. Stutz  
Monday, June 4, 2012  
15000 Washington Street~Haymarket, VA 20169~7:00 pm

## **Town Council Meeting Agenda**

### **PUBLIC HEARING**

### **Fiscal Year 2013 Proposed Budget & Tax Rates**

1. Call to Order
2. Citizens' Time
3. Minutes – May 7, 8, & 24, 2012
4. PACE School
5. Building Official's Report
6. Police Report
7. Treasurer's Report
8. Zoning Permits
9. Haymarket Old Town Centre Plot Plan
10. Hulfish House and Old Post Office Projects
11. Hazard Mitigation Plan
12. Status Report – Year End CIP Projects
13. Contract for Recycling and Trash Removal
14. Town Attorney Search
15. Town Manager's Report
  - a. Town Hall Flooding
  - b. I-66 Projects
  - c. Streetscape
16. Councilmember Time
  - a. Tobias
  - b. Leake
  - c. Cole
  - d. Mayor
  - e. Scarbrough
  - f. Kenworthy
  - g. Weir

§ 2.2-3711. Closed meetings authorized for certain limited purposes. A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.; *namely*, For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

# TOWN OF HAYMARKET FISCAL YEAR 2013 PROPOSED BUDGET

## NOTICE OF PUBLIC HEARING

KINDLY TAKE NOTICE, that the Town Council of the Town of Haymarket will hold public hearing on June 4, 2012 beginning at 7:00 pm at the Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169 regarding the Fiscal Year 2013 Proposed Budget

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

REVENUES	
GENERAL GOVERNMENT	\$1,810,621
PUBLIC SAFETY	\$104,762
MUSEUM	\$00
EVENTS	\$10,500
DEVELOPMENT	\$1,235,562
<b>TOTAL REVENUES</b>	<b>\$3,161,445</b>
EXPENDITURES	
GENERAL GOVERNMENT	\$1,513,925
PUBLIC SAFETY	\$125,716
MUSEUM	\$6,765
EVENTS	\$7,500
CAPITAL PROJECTS	\$1,507,539
<b>TOTAL EXPENDITURES</b>	<b>\$3,161,445</b>
TAX RATES IN SUPPORT OF THE PROPOSED BUDGET	
REAL ESTATE	\$.164/\$100 Assessed Value <i>No Change</i>
BUSINESS, PROFESSIONAL, OCCUPATIONAL LICENSING (BPOL)	<i>No Change</i>
BUSINESS TANGIBLE PERSONAL PROPERTY	\$.60/\$100 Assessed Value <i>No Change</i>
CIGARETTE TAX	\$.50/Pack <i>No Change</i>
VEHICLE LICENSE TAX	\$15.00 <i>No Change</i>
PREPARED FOOD & BEVERAGE TAX	4.0% <i>No Change</i>
% OF REVENUE FROM REAL ESTATE TAX	9.48%
ASSESSED VALUE OF PROPERTY – TOWN OF HAYMARKET	\$189,838,500
ASSESSED VALUE OF PROPERTY EXEMPT FROM TAXATION	\$12,475,500
TAX EXEMPT PROPERTY AS A PERCENTAGE OF THE AGGREGATE ASSESSED VALUE OF ALL PROPERTY	6.57%



**PROPOSED BUDGET  
FISCAL YEAR 2013**

<b>REVENUES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
<b>Development Revenue</b>			
Application Fees	933	10,000	0
Inspections	39,060	12,400	19,800
ISTEA/Safety LU	363,164	400,000	780,000
PY Meals Tax collections	142,323	450,000	425,000
Occupancy Permits	900	140	0
Engineering/Planning Fees	1,066	20,000	10,000
Plan Review	8,900	0	0
Total Pass Through Fees	9,966	20,000	10,000
Permits	4,565	2,600	0
VA Surcharge on Permits	994	412	762
<i>Total Development Revenue</i>	561,905	895,552	1,235,562
<b>Events/Other Town activities</b>			
Spend The Day in Haymarket	9,837	15,000	10,500
Miscellaneous Activities	4,622	0	0
<i>Total Events/Other Town activities</i>	14,459	15,000	10,500
<b>Operating Revenue</b>			
Business PP Tax	25,611	30,000	24,615
Cigarette Tax	229,839	143,277	250,000
Other - Grants	793	0	33,600
Department of Fire Programs	8,000	7,200	0
Franchise Tax	17,934	13,250	17,652
Gross Receipts Tax	137,915	133,400	146,970
Ins Payments	810	0	0
StreetScape Interest	4,941	11,700	1,000
General Government	0	0	956
Meals Tax Collected	437,553	415,000	442,736
Penalties & Interest	10,866	1,300	5,429
Public Service Corporation Tax	9,119	13,300	9,119
Railroad Rolling Stock	1,438	1,316	1,438
Rental/Lease Revenue	250,907	240,004	265,000
Sales Tax Receipts	73,313	82,000	79,500
Utility Usage Tax	212,131	214,000	213,454
<i>Total Operating Revenue</i>	1,421,169	1,305,747	1,491,469



**PROPOSED BUDGET  
FISCAL YEAR 2013**

<b>REVENUES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
<b>Public Safety</b>			
Accident Report	360	100	280
Courthouse Maintenance	0	7	0
Donation/Grants	47,544	37,300	33,922
Fines (PWC)	67,208	70,000	70,000
Parking Citations	595	500	560
<i>Total Public Safety</i>	115,707	107,907	104,762
<b>Tax Income/Individuals</b>			
PP Tax Relief	18,627	18,627	18,627
Real Property Tax	279,760	280,215	300,000
Town Decal Receipts	900	405	525
<i>Total Tax Income/Individuals</i>	299,287	299,247	319,152
<b>Total Income</b>	2,412,527	2,623,453	3,161,445
<b>Prior Year Funding - Appropriated</b>	500,000	500,000	
<b>Total Appropriations</b>	2,912,526	3,123,453	3,161,445
<b>Total Expenditures</b>	(2,374,078)	(3,123,453)	(3,161,445)
<b>Net Surplus / (Deficit)</b>	538,449	0	0



**PROPOSED BUDGET  
FISCAL YEAR 2013**

<b>EXPENDITURES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
<b>Capital Improvements</b>			
Boundary Adjustment	1,353	1,353	
Police Cruiser	20,765	20,765	34,795
Town Center Property	424,354	424,354	
Street Scope Expenditures	284,219	900,000	936,000
Street Scope Funding	49,113	50,000	425,000
General Reserve	46,056	46,056	67,069
Additional Capital Projects	150,000	150,000	
<i>Total Capital Improvements</i>	975,860	1,592,528	1,462,864
<b>Council &amp; Boards</b>			
Council & Consultants (1099s)			
Mayor and Council	23,000	32,000	25,000
Architectural Review Board	3,300	5,000	4,000
Planning Commission	3,250	6,000	5,000
<i>Total Council &amp; Consultants (1099s)</i>	29,550	43,000	34,000
<b>Events</b>			
Spend the Day In Haymarket	7,908	13,500	7,500
<i>Total Events</i>	7,908	13,500	7,500
<b>Museum</b>			
Museum Programs		4,000	3,000
Equipment		250	500
Advertising/Marketing	2,278	3,500	2,000
Dues & Subscriptions	60	45	45
Office Supplies	321	400	500
Security System	1,048	270	270
Website	239	450	450
<i>Total Museum</i>	3,946	8,915	6,765
<b>Operating Expenses</b>			
Advertising - Meals Tax	1,613	7,000	7,000
Audit	16,500	16,500	18,150
Advertising	5,119	6,000	6,000
Bank Service Charges	0	150	120
Bond Amortization Expense	1,026	1,139	1,038
Cigarette Tax Administration	6,970	7,000	7,500
Commissioner Admin Fee	3,864	4,000	3,992
DHCD Surcharge	1,024	412	1,373
Discretionary Fund	1,548	3,000	3,000
Grant Proceeds Used	7,992	7,200	0
<b>Insurance</b>			
General Liability	29,131	41,500	29,710
Worker's Compensation	6,322	6,350	3,000
<b>Miscellaneous Expenses</b>			
Dues and Subscriptions	3,472	2,850	3,530
Leased Equipment	1,277	2,450	1,534
Literature & Publications	550	800	840
Office Equipment	1,439	2,900	2,500
Office Supplies	4,757	4,000	4,200
Postage and Delivery	2,087	5,000	3,000
Printing and Reproduction	2,266	10,000	3,000



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FISCAL YEAR 2013**

<b>EXPENDITURES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
<b>Repairs</b>			
Computer Repairs	600	1,500	500
Copier Maintenance	1,260	2,800	1,323
<b>Professional Services</b>			
Building Official	18,645	15,140	18,000
Administrative Support	1,822		
Chief Financial Officer	24,867	30,000	21,200
Engineering Fees	13,100	10,000	15,000
Legal Fees	48,772	45,000	80,000
Pass Through Fees			6,672
Planner	10,400	10,000	11,025
Storm Water Plan Review/Inspect	3,673	10,000	2,800
PWC BOE	3,300	3,300	
Training & Education	820	3,500	1,375
<b>Travel &amp; Entertainment</b>			
Entertainment	138	500	0
Lodging	284	1,500	1,500
Meals	134	750	500
Mileage	956	2,500	1,500
Unused Fire Department Grant	0	0	10,577
<i>Total Operating Expenses</i>	225,729	264,741	271,459
<b>Public Safety</b>			
Advertising		650	878
Discretionary Fund	861	750	1,013
Dues & Subscriptions	4,198	4,000	5,400
Equipment Rental	1,835	2,700	3,645
Equipment Maintenance	806	1,500	2,025
Equipment	10,265	15,500	10,500
Grant Pass-through	7,380	8,500	11,475
Insurance - Vehicles	0	0	7,622
Insurance - Workers Comp	0	0	8,300
Legal	8,891	12,000	12,000
Office Supplies	2,985	2,500	3,375
Office Equipment	436	300	405
Postage & Delivery	334	450	608
Promotional	921	700	945
Public Defender	1,440	2,500	2,500
Security System	414	500	675
Travel/Meals/Mileage	262	1,500	500
Uniforms/Accessories	2,924	3,000	5,000
Uniform Maintenance	2,038	3,850	3,850
Vehicle/Fuel	21,154	20,000	30,000
Vehicle/Maintenance	15,263	15,000	15,000
<i>Total Public Safety</i>	82,407	95,900	125,716
<b>Public Works</b>			
Landscaping	12,234	15,000	15,000
Maintenance Contract/Street	6,347	7,000	7,245
Snow Removal	0	4,000	4,000
Street Cleaning	0	0	11,000
Street Light Electricity	3,652	4,100	4,244



**PROPOSED BUDGET  
FISCAL YEAR 2013**

<b>EXPENDITURES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
Trash Removal	72,985	80,000	88,000
<i>Total Public Works</i>	95,219	110,100	129,489
<b>Staff Wages &amp; Benefits</b>			
<b>Salaries, Wages &amp; Earnings</b>			
Staff - Museum	3,131	6,000	4,000
Salaries & Wages	190,095	189,757	213,455
Payroll Only (Public Safety)	305,443	308,614	354,606
Total Salaries, Wages & Earnings	498,669	504,371	572,061
<b>Payroll Burden</b>			
Health/Life & Disability	102,312	113,025	108,542
Employer Payroll Taxes	47,487	41,436	53,850
Payroll Processing Fees	2,145	2,950	2,600
Retirement Contributions	34,257	36,057	40,925
<i>Total Payroll Burden</i>	186,201	193,468	205,917
<i>Total Staff Wages &amp; Benefits</i>	684,871	697,839	777,978
<b>Town Owned Property</b>			
<b>14710 Washington St (Police Department)</b>			
Building Maintenance/Cleaning	95	2,500	2,000
Building Maintenance/Repairs	3,805	5,000	6,535
Sprint/Nextel Communications	1,848	1,900	2,016
VA Info Technologies	350	675	384
Verizon	4,906	6,000	5,000
SunTrust - Harrover	59,874	60,736	59,200
Cable	1,197	1,225	1,601
Electric	2,015	2,400	3,137
Gas	1,336	1,675	2,189
Total 14710 Washington St (Police Dp)	75,426	82,111	82,062
<b>14740 Washington St (Food Pantry)</b>			
SunTrust - Harrover	59,874	60,736	59,220
Building Maintenance/Repairs	0	0	2,500
<i>Total 14740 Washington St (Vac Harr)</i>	59,874	60,736	61,720
<b>15000 Washington St. (Government Use)</b>			
Building Repairs	857	3,500	5,000
Cleaning	3,445	3,000	3,500
General Obligation Bonds	90,840	97,353	97,353
Internet & Website	3,964	2,500	16,000
Pest Control		750	750
<b>Utilities</b>			
Electric	9,473	9,500	12,417
Long Distance	777	1,000	1,307
Telephone	1,958	1,000	1,307
Water	3,046	4,000	4,000



**PROPOSED BUDGET  
FISCAL YEAR 2013**

<b>EXPENDITURES</b>	<b>PROJECTIONS FOR CURRENT YEAR ENDING 06/30/2012</b>	<b>AMENDED BUDGET CURRENT YEAR ENDING 06/30/2012</b>	<b>PROPOSED FISCAL YEAR 2013 BUDGET</b>
<i>Total 15000 Washington St. (T.H.B)</i>	114,360	122,603	141,634
<b>15000 Washington St (Leasehold)</b>			
Cleaning	4,565	3,000	4,000
Leasehold Real Estate Tax	1,552	900	900
Pest Control		600	630
<b>Utilities</b>			
Electric	2,640	2,450	3,202
Gas		200	261
<i>Total 15000 Washington St (Tenants)</i>	8,757	7,150	8,993
<b>Hulfish House</b>			
Building Maintenance/Repairs			2,500
<i>Total Hulfish House</i>	0	0	2,500
<b>15020 Washington St (Old Post Office)</b>			
Utilities Old Post Office	0	175	
Building Maintenance/Repairs			2,500
15020 Washington St (Old Post Office) - Other	2,546	2,500	
Total 15020 Washington St (Old Post Office)	2,546	2,675	2,500
<b>15025 Washington St (Museum)</b>			
Repairs	15,000	17,500	44,675
<b>Utilities Museum</b>			
Communications		2,500	0
DSL		450	
Electric	332	1,000	359
Gas	890	205	1,004
Water/Sewer	163	0	227
Total 15025 Washington St (Museum)	16,385	21,655	46,265
<b>15026 Washington St (School)</b>	0	0	0
<i>Total Town Owned Property</i>	268,590	296,930	345,674
<b>Total Expense</b>	2,374,078	3,123,453	3,161,445
<b>Surplus / (Deficit)</b>	538,448	(500,000)	0
<b>Prior Year Funding - Transferred</b>		500,000	
<b>Net Surplus / Deficit)</b>	0	0	0



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## **Call to Order**

Mayor calls the meeting to order at 7:00 p.m.

## **Roll Call**

Tobias, Leake, Cole, Stutz, Baird, Scarbrough, Kenworthy, Weir

## **Citizen's Time**

### **Rachele Bowman – Virginia Department of Health**

Ms. Bowman is here give us information on Lyme Disease Control and Prevention. Her goal is to increase awareness.

## **Minutes**

Mayor notes one correction, her address is wrong on the special use permit referenced.

**Scarbrough motions to approve the minutes of April 2, 2012, with one correction noted to the Clerk, the address for the Special Use Permit should be 6720 Jefferson Street, Tobias seconds;**

**Ayes: 6      Nays: 0**

**Tobias motions to approve the minutes of April 23, 2012, Scarbrough seconds;**

**Ayes: 6      Nays: 0**

## **Certificate of Appropriateness**

**Cole motions to approve the Certificate of Appropriateness for the Old Post Office, 15020 Washington Street, to be white siding, regal blue roof, and the western entrance, Scarbrough seconds; Cole amends his motion to exclude the western handicap entrance until such time the side porch is determined, Scarbrough amends her second; Tobias would much rather see uniformity in the Town Center buildings, but that is just his personal preference. Leake agrees with ARB on the roof and siding colors and he doesn't see how we could keep the driveway there at all, he would like it as applied for. Scarbrough reminds that the west side of the building is where the water was coming in.**

**Tobias-No, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-No, Weir-No  
Mayor breaks the tie with a Yes**

**Cole motions to approve the Certificate of Appropriateness for the Hulfish House for the removal of the side door from outside leading to the 2<sup>nd</sup> floor, white exterior walls, and terra cotta color roof, Leake seconds; Tobias would like to echo his comments on the roof color, same as for the Old Post Office (above). Weir asks about cost tracking, there is an invoice that has a not to exceed cost that is higher than the estimate for the sister joints from Payne Construction, he asks the Town Manager to confirm; the Town Manager responds yes.**

**Tobias-No, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-No, Weir-No  
Mayor breaks tie with Yes**

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Cole notes that Chapter 9 has individualized risk assessments for each town, are we going to do the same, if we are when is going to be done. He fears that if we adopt this, we are committing to have to do this.

**\*\*June 4 agenda**

**Tobias motions to table the Hazard Mitigation Plan to the June meeting with caviat to provide answers to Councilman Cole's question, Weir seconds;**

**Ayes: 6      Nays: 0**

### **Building Official's report**

**\*\*Weir would like a time table on Occupancy Permits for Alexandra's Keep**

Mayor would like to know where we are on the illegal railroad crossing and mayor would like

### **Police Report – Deputy Chief Greg Breeden**

Tobias asks what the requirements are for the advertising of check points. He responds that there is no requirement that we advertise, it would be a courtesy. There will be a check point during the MZQ Fest, Sunday, June 3, 2012.

### **Treasurer's Report – James Naradzay**

Mayor asks if we are ready for the budget work session tomorrow night.

LODA – self funding. The Treasurer spoke with VML and a private insurance company. The response was there is no comparable product with LODA; he does not have any avenue to self-insure other than through VML.

### **Haymarket Old Town Centre Site Plan**

There has been question to the validity of the Haymarket Old Town Centre site plan since the property was never conveyed. The Town Attorney, Lisa Baird comments: There is no definitive answer and cannot give us 100%. She leans to #1 or #2 presented by the Planning Commission. She comments that it probably isn't a final plan because the contract did not go through. She does note that an as-built would supersede the plan. Weir agrees with Ms. Baird. Weir says at one point in time the site plan was valid. He thinks we should probably do #2. Per 15.2-2209 D, because there is no performance bond, etc...Weir feels this is the simplest way to take care of it. Cole reminds that the money and effort going into that site plan was substantial, if we can do nothing, he would prefer that. Cole says we aren't getting much of a benefit by declaring it null and void. Tobias asks for the date of approval, it is January 2009. Mayor talks about who owns the site plan. Marchant: Site plans run with the land. Weir: We have to separate the engineered plan with the ministerial act of approving a site plan. The ministerial approval is invalid because there are no performance bonds in place.

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**Tobias motions to invalidate the site plan known as the Haymarket Old Town Centre Plan, on the grounds that it will allow the Town to move forward making changes to the property.** Cole asks if a piece of property can have multiple site plans, Marchant responds that usually a site plan approval would supersede a prior. Mayor thinks no action is necessary. Kenworthy agrees no action necessary. Tobias the basis for his motion is to simply clean up, Weir seconds;

**Call for a vote: Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, all in favor**

**Tobias-Yes, Leake-No, Cole-No, Scarbrough-No, Kenworthy-Yes, Weir-Yes**  
**Mayor breaks tie with No**  
**MOTION FAILS**

Marchant responds that yes we need an as-built plan. Mayor comments that we are leaving it in his hands to provide something adequate for the planning commission's review

## **Town Manager's Report – Gene Swearingen**

### **I-66 widening**

Comment period has closed. There is an RFP date of May 21, 2012. They estimate construction to be complete by November 2015.

### **I-66 Interchange**

Most input was in favor of the semi-directional ramp and VDOT has selected that option.

### **Pedestrian Signal at Washington/Jefferson**

Expect the design to be finished by the end of summer.

### **Town Center Property Master Plan**

We have received 5 proposals for a master plan for the Town Center Property  
\*\*Tobias asks for a copy of the RFQ

## **Villages of Piedmont II – Rezoning Application**

### **Firehouse**

Prince William County Public Works has taken over the old Firehouse Building and trash has been removed. We will get with them off-line on the files that were inside the building. Some of them may be of interest to the Town.

### **Wolf Property - Violations**

Meeting in a month on June 1

Weir comments that a contractor located in Longstreet Commons said he put in a bid for painting the museum; the town has no records of it.

Mr. Weir comments that Chuck Carnahan asked about a meeting that involved the Town regarding PACE at a previous Town Council meeting. He asks if the Mayor can give us an explanation of a letter that has come to his attention from the Mayor and Town Manager to Lt. Governor Bolling about the Town's desire to acquire PACE West Elementary School for a community center. The Mayor says this was done on the Town Manager's day off. Mayor says she did explain to the Lt. Governor that the letter was written wrong and it was not the town that

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was interested; there were errors in the letter, but there was no time to change it before they headed to Richmond.

Weir asks if there is any action has been taken to protect the staff with regard, he doesn't want there to be any retaliation against staff for.

Marchant: The Town has been offered the right of first refusal on the firehouse.

## **Line of Duty Act**

**Weir moves to adopt RES #20120507-2, Tobias seconds;**  
**Election to Participate with the Virginia Municipal League for funding the Line of Duty Act Mandate**

WHEREAS, pursuant to Item 258 of the Appropriations Act, paragraph B, the Virginia General Assembly has established the Line of Duty Act Fund (the "Fund") for the payment of benefits prescribed by and administered under the Line of Duty Act (Va. Code § 9.1-400 et seq.); and WHEREAS, for purposes of administration of the Fund, a political subdivision with covered employees (including volunteers pursuant to paragraph B2 of Item 258 of the Appropriations Act) may make an irrevocable election on or before July 1, 2012, to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and WHEREAS, it is the intent of The Town of Haymarket to make this irrevocable election to be a non-participating employer with respect to the Fund; and WHEREAS, it is also the intent of the Town of Haymarket to pool with other non-participating employers in the Commonwealth and self insure through the Virginia Municipal League NOW, THEREFORE, IT IS HEREBY RESOLVED that The Town of Haymarket hereby elects to self insure through pooling with other jurisdictions in the Commonwealth with the Virginia Municipal League

**Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

**Weir moves to adopt RES #20120507-3, Tobias seconds;**  
**Irrevocable Election Not to Participate in Line of Duty Act Fund**

WHEREAS, pursuant to Item 258 of the Appropriations Act, paragraph B, the Virginia General Assembly has established the Line of Duty Act Fund (the "Fund") for the payment of benefits prescribed by and administered under the Line of Duty Act (Va. Code § 9.1-400 et seq.); and WHEREAS, for purposes of administration of the Fund, a political subdivision with covered employees (including volunteers pursuant to paragraph B2 of Item 258 of the Appropriations Act) may make an irrevocable election on or before July 1, 2012, to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and WHEREAS, it is the intent of The Town of Haymarket to make this irrevocable election to be a non-participating employer with respect to the Fund; NOW, THEREFORE, IT IS HEREBY RESOLVED that The Town of Haymarket hereby elects to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and it is further RESOLVED that the following entities:

**Town of Haymarket Police Department**

To the best of the knowledge of The Town of Haymarket, constitute the population of its past and present covered employees under the Line of Duty Act; and it is further RESOLVED that, as a non-participating employer, The Town of Haymarket agrees that it will be responsible for, and reimburse the State Comptroller for, all Line of Duty Act benefit payments (relating to existing, pending or prospective claims) approved and made by the State Comptroller on behalf of The Town of Haymarket on or after July 1, 2010; and it is further RESOLVED that, as a non-participating employer, The Town of Haymarket agrees that it will reimburse the State Comptroller an amount representing reasonable costs incurred and associated, directly and indirectly, with the administration, management and investment of the Fund; and it is further RESOLVED that The Town of Haymarket shall reimburse the State Comptroller on no more than a monthly basis from documentation provided to it from the State Comptroller.

**Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

## **Web Streaming**

**\*\*Tobias would like to know if the meeting streaming is unlimited. Yes it is.**

**\*\*Clerk to set up webinar for Town Council**

Haymarket Town Council Meeting  
Monday, May 7, 2012  
15000 Washington Street-Haymarket, VA 20169

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**Council Member's time**

**Leake**-Nothing

**Cole**-He will visit the new council on who wants to take over the Quiet Zone

**Scarbrough**-She would like to see handicap parking for food pantry, driveway should be graded also. The Ruritans were going to help with the driveway but have decided to wait because of the utility trucks going in and out.

**Kenworthy**-Asks the Town Manager if he has made any progress for a tenant at the Post Office

**Weir**-When are we putting the rest of the benches in for the street scape project?

**Tobias** – Asks the Town Manager to research how much it would cost for annual street cleaning contract. He would like to revisit the news of the letter to the Lt. Governor. Quite frankly he is extremely disappointed that the Town Manager and Mayor are apparently doing something on their own time for their own interest, yet utilizing their town positions. To rehash what Bob has said, if you're signing letters to people that the Town. The Mayor is willing to apologize to anyone who is upset about the letter.

**Scarbrough motions to adjourn the May 7, 2012, regularly scheduled meeting of the Haymarket Town Council, Tobias seconds;**

**Ayes: 6      Nays: 0**

Submitted:

Approved:

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Jennifer Preli, Town Clerk

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Pamela Stutz, Mayor



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** BUILDING OFFICIAL'S REPORT  
**DATE:** 06/04/2012  
**CC:** STAFF

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The report is attached.

## Gene Swearingen

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**From:** jimlowery@cox.net  
**Sent:** Wednesday, May 30, 2012 12:55 PM  
**To:** Gene Swearingen; Jennifer Preli  
**Subject:** Update on projects, 5.30.12

1. Final inspection and occupancy for juice bar at Next Level Fitness granted.
2. Repairs are underway of concrete steps at Foster Building.
3. Final insp and occupancies granted on Lots 2 & 6 at Alexandra's Keep.
4. Lots 7-12, Alexandra's Keep are under roof and interior work ongoing.
5. Periodically checking Old Post Office and Hullfish House for renovations.
6. Met with Prince William fire marshal and Gene Swearingen on May 23 to discuss possibility of PWC taking over  
fire marshal duties for Town.

In my view, -PWC is looking for work to try and meet their budget. They are trying to ensure there is plenty

of work for their staff. Further discussions will be held in September wherein PWC will address questions from Town reps.

There will be a cost to the Town to agree to this takeover. PWC will get back to us with that figure. I will update the Council as there are items to report.

Jim Lowery  
703-352-5012 office  
703-628-2929 cell  
703-991-8782 fax



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** POLICE REPORT  
**DATE:** 06/04/2012  
**CC:** STAFF

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**The Chief of Police provides a monthly report regarding public safety activities. The report is attached.**



**Criminal Stats for April 2012  
Haymarket Police Department**

1. Mini Checkpoint = 1
2. Drugs = 2
3. Animal Call = 2
4. Suspicious Person = 10
5. Parking Violations = 4
6. Hit and Run = 1
7. Larceny = 3
8. Assist PWC = 1
9. Assist VSP = 3
10. Alarm calls = 2
11. Fight in Progress = 1
12. Vandalism = 1
13. Disorderly = 1
14. Unconscious person = 2

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With April being Distracted Driver Awareness month the department posted flyers, did a mini awareness checkpoint, and had an article in the April edition of the Bull Run Observer.

Plans are in motion for the May-June Click It Or Ticket Campaign.

**Town Police Statistics for  
February, March, & April 2012**

<b>Activity</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>Total</b>
<b>Mileage</b>	<b>5434</b>	<b>4874</b>	<b>4262</b>	<b>14570</b>
<b>Gas</b>	<b>526.5</b>	<b>465.1</b>	<b>418.5</b>	<b>1410.1</b>
<b>Warning Tickets</b>	<b>68</b>	<b>97</b>	<b>50</b>	<b>215</b>
<b>Parking Tickets</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>22</b>
<b>Uniform Traffic Summons</b>	<b>209</b>	<b>111</b>	<b>134</b>	<b>454</b>
<b>Criminal Felony</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Criminal Misdemeanor</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>9</b>
<b>Reports</b>	<b>15</b>	<b>14</b>	<b>26</b>	<b>55</b>
<b>Complaints</b>	<b>375</b>	<b>315</b>	<b>307</b>	<b>997</b>
<b>Accidents</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Hours Worked</b>	<b>878</b>	<b>936.2</b>	<b>930</b>	<b>2744.2</b>

During the month of April the staff of the Haymarket Police Department participated in the following events:

Deputy Chief Breeden and Officer C. Story attended a two day background investigation training.

Officer Shaver gave a safety talk to a group of Cub Scouts and demonstrated how to take fingerprints.

Officer C. Story and Officer C. O'Neal attended a 3 day training at the Department of Forensic Science in Richmond to become Certified Breath Alcohol Analysts.

Officers assisted with Earth Day traffic and crowd control.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** TREASURER'S REPORT  
**DATE:** 06/04/2012  
**CC:** STAFF

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**The report is attached. Supplemental information will be provided comparing year to date expenditures to appropriations for: Renovations, Old Post Office; Renovations, Hulfish House; and, the Streetscape Project.**

**ITEMS FOR COUNCIL CONSIDERATION**

<b>1 Summary of Revenues</b>						
Class Totals - Expenditures	Approved Budget	Amended Budget	Adj Actual	Under Budget	Over Budget	Net
Total Development Revenue	895,552	895,552	148,427.74	(774,117)	26,993	(747,124)
Total Events/Other Town activi	15,000	15,000	7,709.36	(7,291)	0	(7,291)
Total Operating Revenue	1,305,747	1,305,747	1,371,157.98	(77,571)	142,982	65,411
Total Public Safety	107,907	107,907	115,419.22	(7)	7,519	7,512
Total Tax Income/Individuals	299,247	299,247	294,849.33	(4,863)	465	(4,398)
Prior Years - Town Surplus		500,000	150,000.00	(230,621)	0	(230,621)
<b>Total Revenues</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>2,087,564</b>	<b>(1,094,470)</b>	<b>177,959</b>	<b>(916,510)</b>

<b>Summary of Expenditures</b>						
Class Totals - Expenditures	Approved Budget	Amended Budget	Adj Actual	Over Budget	Under Budget	Net
Total Capital Improvements & F	1,116,028	1,592,528	518,388	0	1,074,140	1,074,140
Total Council & Boards	43,000	43,000	24,140	0	18,860	18,860
Total Events	13,500	13,500	6,331	0	7,169	7,169
Total Museum	8,915	8,915	3,672	(792)	6,035	5,243
Total Operating Expenses	264,741	264,741	190,635	(22,244)	96,350	74,106
Total Public Safety	87,400	95,900	75,611	(218)	20,507	20,289
Total Public Works	110,100	110,100	84,429	0	25,671	25,671
Total Staff Wages & Benefits	697,839	697,839	597,415	(445)	100,869	100,424
Total Town Owned Property	281,930	296,930	258,111	(11,629)	50,448	38,819
<b>Total Expense</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>1,758,732</b>	<b>(35,328)</b>	<b>1,400,049</b>	<b>1,364,721</b>
Net Surplus	0	0	328,831	(1,059,142)	1,578,008	448,210

**2 Pending End of Year "Budget Transfers" - Authorized**

		Class
1 Telephone Sytem	\$ 4,000	Operating Expenses:Office Expense:Office Equipment
2 Replace QB's	\$ 12,000	Operating Expenses:Office Expenses:Office Supplies
3 Fireproof File (2)	\$ 4,000	Operating Expenses:Office Expense:Office Equipment
4 Computer W/Stations	\$ 3,500	Operating Expenses:Office Expense:Office Equipment
5 Police Radios	\$ 47,000	Capital Improvements & Repairs:Capital Improvements:Police Cruiser
6 Website Upgrade	\$ 7,500	Town Owned Property:15000 Washington St. (T.H.B):Internet & Website
7 Museum Display Tables		
8 Renovate T/H U-St B-Rm	\$ 8,000	Town Owned Property:15000 Washington St (Tenants):Building Repairs
9 P/D & F-Pantry Bldg	\$ 15,000	Capital Improvements & Repairs:Capital Improvements:Town Center Prope
10 Town Decorations	\$ 20,000	Events:Holiday Decorating
<b>Total</b>	<b>\$ 121,000</b>	

	Approved Budget	Amended Budget	Adj Actual	Over Budget
<b>3 Line Items Over 4th Qt Appropriations:</b>				
<b>Museum</b>				
Dues & Subscriptions	45	45	60	(15)
Security System	270	270	1,048	(778)
<b>OPERATING EXPENSES</b>				
DHCD Surcharge	412	412	975	(563)
Office Equipment	2,900	2,900	5,673	(2,773)
Admin Support			1,358	(1,358)
Building Official	15,140	15,140	18,370	(3,230)
Engineering Fees	10,000	10,000	14,000	(4,000)
Pass thru Fees	0	0	10,320	(10,320)
<b>PUBLIC SAFETY</b>				
Grant Pass-Thru	8,500	8,500	8,582	(82)
Office Equipment	300	300	436	(136)
<b>STAFF WAGES &amp; BENEFITS</b>				
Employer Payroll Taxes	41,436	41,436	41,881	(445)
<b>TOWN OWNED PROPERTY</b>				
15000 Wash St (THB)				
14710 Washington St (Police Dp)				
Cleaning	3,000	3,000	3,565	(565)
Internet & Website	2,500	2,500	11,169	(8,669)
Telephone	1,000	1,000	1,527	(527)
15000 Wash St (Tenants)				
Cleaning	3,000	3,000	4,730	(1,730)
Leasehold Real Estate Tax	900	900	1,039	(139)
				<b>(11,629)</b>
				<b>(35,328)</b>

Town of Haymarket  
4th Qt Ending 06-30-2012

Actual Vs. Appropriated Budget

		Approved Budget	Amended Budget	Adj Actual	Under Budget	Over Budget
		Jul '11 - Jun 12	July2011-June 201	05/25/2012	05/25/2012	05/25/2012
<b>REVENUES</b>						
<b>Income</b>						
<b>Development Revenue</b>						
	Application Fees	10,000	10,000	3,100	(6,900)	0
	Inspections	12,400	12,400	38,185	0	25,785
	ISTEA/Safety LU	400,000	400,000	97,892	(302,108)	0
	PY Meals Tax Collections	450,000	450,000	0	(450,000)	0
	Occupancy Permits	140	140	900	0	760
	Pass Through Fees					
	Engineering/Planning Fees	20,000	20,000	5,341	(14,659)	0
	<b>Total Pass Through Fees</b>	<b>20,000</b>	<b>20,000</b>	<b>5,341</b>	<b>(14,659)</b>	<b>0</b>
	Permits	2,600	2,600	2,150	(450)	0
	VA Surcharge on Permits	412	412	860	0	448
	<b>Total Development Revenue</b>	<b>895,552</b>	<b>895,552</b>	<b>148,428</b>	<b>(774,117)</b>	<b>26,993</b>
<b>Events/Other Town activities</b>						
	Spend The Day In Haymarket	15,000	15,000	7,709	(7,291)	0
	<b>Total Events/Other Town activities</b>	<b>15,000</b>	<b>15,000</b>	<b>7,709</b>	<b>(7,291)</b>	<b>0</b>
<b>Operating Revenue</b>						
	Business PP Tax	30,000	30,000	22,540	(7,460)	0
	Cigarette Tax	143,277	143,277	206,236	0	62,959
	Fire Department Grants	7,200	7,200	0	(7,200)	0
	Franchise Tax	13,250	13,250	17,934	0	4,684
	Grants - Other		0	8,993	0	8,993
	Gross Receipts Tax	133,400	133,400	182,208	0	48,808
	Insurance Payments		0	0	0	0
	Interest Income					
	Gen Governm't	11,700	11,700	1,890	(9,810)	0
	<b>Total Interest Income</b>	<b>11,700</b>	<b>11,700</b>	<b>1,890</b>	<b>(9,810)</b>	<b>0</b>
	Meals Tax Collected	415,000	415,000	417,202	0	2,202
	Miscellaneous Income		0	4,192	0	4,192
	Penalties & Interest	1,300	1,300	12,323	0	11,023
	Public Service Corporation Tax	13,300	13,300	9,119	(4,181)	0
	Railroad Rolling Stock	1,316	1,316	1,438	0	122
	Rental/Lease Revenue	240,004	240,004	228,778	(11,226)	0
	Sales Tax Receipts	82,000	82,000	58,072	(23,928)	0
	Utility Usage Tax	214,000	214,000	200,234	(13,766)	0
	<b>Total 20000</b>	<b>1,305,747</b>	<b>1,305,747</b>	<b>1,371,158</b>	<b>(77,571)</b>	<b>142,982</b>
	Prior Year Surplus - Appropriated		500,000	269,379	(230,621)	0
<b>Public Safety</b>						
	Accident Report	100	100	460	0	360
	Courthouse Maintenance	7	7	0	(7)	0
	Donation/Grants	37,300	37,300	41,033	0	3,733
	Fines (PWC)	70,000	70,000	73,221	0	3,221
	Parking Citations	500	500	705	0	205

Town of Haymarket  
4th Qt Ending 06-30-2012

Actual Vs. Appropriated Budget

Total Public Safety	107,907	107,907	115,419	(7)	7,519
Tax Income/Individuals					
PP Tax Relief	18,627	18,627	18,627	(0)	0
Real Property Tax	280,215	280,215	275,352	(4,863)	0
Town Decal Receipts	405	405	870	0	465
Total Tax Income/Individuals	299,247	299,247	294,849	(4,863)	465
Total Revenues	2,623,453	3,123,453	2,206,943	(1,094,470)	177,959

EXPENDITURES

	05/25/2012	Approved Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
	25%	Jul '11 - Jun 12	July 2011 - June 2011	05/25/2012	05/25/2012	05/25/2012
<b>Capital Improvements &amp; Repairs</b>						
Development						
Boundry Adjustment Cost		55,000	1,353	1,353	0	0
Total Development		55,000	1,353	1,353	0	0
Capital Improvements						
Police Cruiser		19,240	19,240	18,948	0	292
Town Center Property		74,354	463,001	192,732	0	270,269
Total Capital Improvements		93,594	482,241	211,681	0	270,560
Street Scape Expenditures		900,000	890,000	95,670	0	794,330
Street Scape Funding		50,000	60,000	59,685	0	315
Res-Unappropriated/Appropriated						
General Reserve		17,434	8,934	0	0	8,934
Prior Years Surplus			150,000	150,000	0	0
Total Res-Unappropriated/Appropriated		17,434	158,934	150,000	0	8,934
Total Capital Improvements & Repairs		1,116,028	1,592,528	518,388	0	1,074,140
<b>Council &amp; Boards</b>						
Architectural Review Board		5,000	5,000	1,875	0	3,125
Mayor and Council		32,000	32,000	19,375	0	12,625
Planning Commission		6,000	6,000	2,890	0	3,110
Total Council & Boards		43,000	43,000	24,140	0	18,860
<b>Events</b>						
Spend the Day In Haymarket		13,500	13,500	6,331	0	7,169
Total Events		13,500	13,500	6,331	0	7,169
<b>Museum</b>						
Equipment		250	250	16	0	234
Museum Programs		4,000	4,000	115	0	3,885
Advertising/Marketing		3,500	3,500	1,984	0	1,516
Dues & Subscriptions		45	45	60	(15)	0
Office Supplies		400	400	210	0	190
Security System		270	270	1,048	(778)	0
Website		450	450	239	0	211
Total Museum		8,915	8,915	3,672	(792)	6,035
<b>Operating Expenses</b>						

Actual Vs. Appropriated Budget  
**EXPENDITURES**

		Approved Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
	<b>Advertising - Meals Tax</b>	7,000	7,000	418	0	6,582
	<b>Audit</b>	16,500	16,500	13,950	0	2,550
	<b>Advertising</b>	6,000	6,000	3,303	0	2,697
	<b>Bank Service Charges</b>	150	150	(165)	0	315
	<b>Bond Amortization Expense</b>	1,139	1,139	940	0	199
	<b>Cigarette Tax Administration</b>	7,000	7,000	6,079	0	921
	<b>Commissioner Admin Fee</b>	4,000	4,000	3,661	0	339
	<b>DHCD Surcharge</b>	412	412	975	(563)	0
	<b>Discretionary Fund</b>	3,000	3,000	707	0	2,293
	<b>Grant Proceeds Used</b>	7,200	7,200	792	0	6,408
	<b>Insurance</b>					
	<b>Liability</b>	41,500	41,500	27,631	0	13,869
	<b>Worker's Compensation</b>	6,350	6,350	5,922	0	428
	<b>Total Insurance</b>	47,850	47,850	33,553	0	14,297
	<b>Office Expenses</b>					
	<b>Dues and Subscriptions</b>	2,850	2,850	2,240	0	610
	<b>Leased Equipment</b>	2,450	2,450	1,029	0	1,421
	<b>Literature &amp; Publications</b>	800	800	550	0	250
	<b>Office Equipment</b>	2,900	2,900	5,673	(2,773)	0
	<b>Office Supplies</b>	4,000	4,000	3,327	0	673
	<b>Postage and Delivery</b>	5,000	5,000	1,480	0	3,520
	<b>Printing and Reproduction</b>	10,000	10,000	6,891	0	3,109
	<b>Repairs/Maintenance</b>					
	<b>Computer Repairs</b>	1,500	1,500	710	0	790
	<b>Equipment Repairs</b>			0	0	0
	<b>Copier Maintenance</b>	2,800	2,800	960	0	1,840
	<b>Total Repairs/Maintenance</b>	4,300	4,300	1,670	0	2,630
	<b>Total Office Expenses</b>	32,300	32,300	22,860	(2,773)	12,212
	<b>Professional Services</b>					
	<b>Building Official</b>	15,140	15,140	18,370	(3,230)	0
	<b>Admin Support</b>			1,358	(1,358)	0
	<b>Chief Financial Officer</b>	30,000	30,000	19,205	0	10,795
	<b>Engineering Fees</b>	10,000	10,000	14,000	(4,000)	0
	<b>Legal Fees</b>	45,000	45,000	31,546	0	13,454
	<b>Planner</b>	10,000	10,000	3,854	0	6,146
	<b>Pass thru Fees</b>			10,320	(10,320)	0
	<b>Storm Water Plan Review/Inspect</b>	10,000	10,000	1,978	0	8,022
	<b>Total Professional Services</b>	120,140	120,140	100,631	(18,908)	38,417
	<b>PWC BOE</b>	3,300	3,300	0	0	3,300
	<b>Training &amp; Education</b>	3,500	3,500	850	0	2,650
	<b>Travel &amp; Ent</b>					
	<b>Entertainment</b>	500	500	138	0	362
	<b>Lodging</b>	1,500	1,500	596	0	904
	<b>Meals</b>	750	750	134	0	616
	<b>Mileage</b>	2,500	2,500	1,212	0	1,288
	<b>Total Travel &amp; Ent</b>	5,250	5,250	2,080	0	3,170



Actual Vs. Appropriated Budget  
**EXPENDITURES**

	Approved Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
<b>Total Operating Expenses</b>	264,741	264,741	190,635	(22,244)	96,350
<b>Public Safety.</b>					
Advertising	650	650	0	0	650
Discretionary Fund	750	750	383	0	367
Dues & Subscriptions	4,000	4,000	3,801	0	199
Equipment Rental	2,700	2,700	1,835	0	865
Equipment Maintenance	1,500	1,500	856	0	644
Equipment	7,000	15,500	10,236	0	5,264
Grant Passthrough	8,500	8,500	8,582	(82)	0
Legal	12,000	12,000	8,550	0	3,450
Office Supplies	2,500	2,500	2,157	0	343
Office Equipment	300	300	436	(136)	0
Postage & Delivery	450	450	388	0	62
Promotional	700	700	268	0	432
Public Defender	2,500	2,500	1,440	0	1,060
Security System	500	500	263	0	237
Travel/Meals/Mileage	1,500	1,500	817	0	683
Uniforms/Accessories	3,000	3,000	2,895	0	105
Uniform Maintenance	3,850	3,850	2,038	0	1,812
Vehicle/Fuel	20,000	20,000	18,092	0	1,908
Vehicle/Maintenance	15,000	15,000	12,572	0	2,428
<b>Total Public Safety.</b>	<b>87,400</b>	<b>95,900</b>	<b>75,611</b>	<b>(218)</b>	<b>20,507</b>
<b>Public Works</b>					
Landscaping	15,000	15,000	9,796	0	5,204
Maintenance Contract/Street	7,000	7,000	5,306	0	1,694
Snow Removal	4,000	4,000	0	0	4,000
Street Light Electricity	4,100	4,100	3,027	0	1,073
Town Decorations			0	0	0
Trash Removal	80,000	80,000	66,300	0	13,700
Yard/Bldg Maintenance		0	0	0	0
<b>Total Public Works</b>	<b>110,100</b>	<b>110,100</b>	<b>84,429</b>	<b>0</b>	<b>25,671</b>
<b>Staff Wages &amp; Benefits</b>					
<b>Salaries, Wages &amp; Earnings</b>					
Staff - Museum	6,000	6,000	3,486	0	2,514
Salaries & Wages	189,757	189,757	152,521	0	37,236
Payroll Only (Public Safety)	308,614	308,614	262,717	0	45,897
<b>Total Salaries, Wages &amp; Earnings</b>	<b>504,371</b>	<b>504,371</b>	<b>418,724</b>	<b>0</b>	<b>85,647</b>
<b>Payroll Burden</b>					
Health/Life Disability Ins	113,025	113,025	103,776	0	9,249
Employer Payroll Taxes	41,436	41,436	41,881	(445)	0
Payroll Processing Fees	2,950	2,950	1,948	0	1,002
Retirement Contributions	36,057	36,057	31,086	0	4,971
<b>Total Payroll Burden</b>	<b>193,468</b>	<b>193,468</b>	<b>178,691</b>	<b>(445)</b>	<b>15,222</b>
<b>Total Staff Wages &amp; Benefits</b>	<b>697,839</b>	<b>697,839</b>	<b>597,415</b>	<b>(445)</b>	<b>100,869</b>

Actual Vs. Appropriated Budget  
**EXPENDITURES**

		Approved Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
<b>Town Owned Property</b>						
<b>14710 Washington St (Police Dp)</b>						
	Building Maintenance/Cleaning	2,500	2,500	95	0	2,406
	Building Maintenance/Repairs	5,000	5,000	3,805	0	1,195
<b>Communications</b>						
	Sprint/Nextel Communications	1,900	1,900	1,848	0	52
	VA Info Technologies	675	675	317	0	358
	Verizon	6,000	6,000	4,514	0	1,486
	<b>Total Communications</b>	<b>8,575</b>	<b>8,575</b>	<b>6,679</b>	<b>0</b>	<b>1,896</b>
<b>Utilities</b>						
	Cable	1,225	1,225	1,121	0	104
	Electric	2,400	2,400	1,856	0	544
	Gas	1,675	1,675	1,383	0	292
	<b>Total Utilities</b>	<b>5,300</b>	<b>5,300</b>	<b>4,359</b>	<b>0</b>	<b>941</b>
	<b>Total 14710 Washington St (Police Dp)</b>	<b>21,375</b>	<b>21,375</b>	<b>14,937</b>	<b>0</b>	<b>6,438</b>
<b>14740 Washington St (Vac Harr)</b>						
<b>Debt Service</b>						
	SunTrust - Harrover	63,002	63,002	56,487	0	6,515
	SunTrust - Harrover	58,470	58,470	56,487	0	1,983
	<b>Total Debt Service</b>	<b>121,472</b>	<b>121,472</b>	<b>112,974</b>	<b>0</b>	<b>8,498</b>
	<b>Total 14740 Washington St (Vac Harr)</b>	<b>121,472</b>	<b>121,472</b>	<b>112,974</b>	<b>0</b>	<b>8,498</b>
<b>15000 Washington St. (T.H.B)</b>						
	Building Repairs	3,500	3,500	934	0	2,566
	Cleaning	3,000	3,000	3,565	(565)	0
	Gen'l Obligation Bonds	97,353	97,353	89,240	0	8,113
	Internet & Website	2,500	2,500	11,169	(8,669)	0
	Pest Control	750	750	0	0	750
<b>Utilities</b>						
	Electric	9,500	9,500	8,543	0	957
	Long Distance	1,000	1,000	629	0	371
	Telephone	1,000	1,000	1,527	(527)	0
	Water	4,000	4,000	2,912	0	1,088
	<b>Total Utilities</b>	<b>15,500</b>	<b>15,500</b>	<b>13,611</b>	<b>(527)</b>	<b>2,416</b>
	<b>Total 15000 Washington St. (T.H.B)</b>	<b>122,603</b>	<b>122,603</b>	<b>118,518</b>	<b>(9,760)</b>	<b>13,845</b>
<b>15000 Washington St (Tenants)</b>						
	Cleaning	3,000	3,000	4,730	(1,730)	0
	Leasehold Real Estate Tax	900	900	1,039	(139)	0
	Pest Control	600	600	290	0	310
<b>Utilities</b>						
	Electric	2,450	2,450	2,381	0	69
	Gas	200	200	0	0	200
	<b>Total Utilities</b>	<b>2,650</b>	<b>2,650</b>	<b>2,381</b>	<b>0</b>	<b>269</b>

Town of Haymarket  
4th Qt Ending 06-30-2012

Actual Vs. Appropriated Budget  
**EXPENDITURES**

				Approved Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
<b>Total 15000 Washington St (Tenants)</b>				7,150	7,150	8,440	(1,869)	579
<b>15020 Washington St (Red Rstr)</b>								
		Old Post Office Utilities		175	175	0	0	175
		15020 Washington St (Red Rstr) - Other		2,500	2,500	0	0	2,500
<b>Total 15020 Washington St (Red Rstr)</b>				2,675	2,675	0	0	2,675
<b>15025 Washington St (Museum)</b>								
		Repairs		2,500	2,500	0	0	2,500
		Repairs/Painting Exterior			15,000	0	0	15,000
		Utilities						
		Communications		2,500	2,500	2,125	0	375
		Electric		450	450	294	0	156
		Gas		1,000	1,000	672	0	328
		Water/Sewer		205	205	151	0	54
		<b>Total Utilities</b>		4,155	4,155	3,241	0	914
<b>Total 15025 Washington St (Museum)</b>				6,655	21,655	3,241	0	18,414
<b>Total Town Owned Property</b>				281,930	296,930	258,111	(11,629)	50,448
<b>Total Expense</b>				<b>2,623,453</b>	<b>3,123,453</b>	<b>1,758,732</b>	<b>(35,328)</b>	<b>1,400,049</b>
<b>Sources &amp; Use of Financing</b>								
	<b>Source</b>							
		Fauquier Bank Loan			62,418	62,418	0	0
	<b>Use</b>							
		Police Vehicle & Pay Off Other Vehicle Loans			(62,418)	(62,418)	0	0
<b>Net Surplus / (Deficit) -</b>				<b>0</b>	<b>(0)</b>	<b>448,210</b>		



INTEROFFICE MEMORANDUM

---

**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** ZONING PERMIT APPLICATIONS  
**DATE:** 06-04-12  
**CC:** STAFF

---

**The Planning Commission has forwarded two Zoning Permit applications for approval by the Town Council.**

RECOMMENDATION

It is recommended that the Town Council approve the zoning permit applications for the following businesses:

1507 Washington Street, Suite 1 – Auto Dealer. Permit Number ZP20120302

6628B James Madison Highway – Manufacturer. Permit Number ZP20120504

The form of the motion would be:

1. I move that the Town Council approve Zoning Permit #20120302 for an auto dealer use to be located at 1507 Washington Street, Suite 1, in accordance with Section 58-381(a) of the Town Code.

I further move that the Town Council approve Zoning Permit #20120504 for a manufacturing use to be located at 6628B James Madison Highway, in accordance with Section 58-257(6) of the Town Code.

OR,

2. I move an alternate motion.



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MAR 02 2012

ZONING PERMIT #: 20120302

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing. TOWN OF HAYMARKET

### ZONING PERMIT APPLICATION

ZONING ACTIVITY:  New Construction  Alteration/Repair  Addition  Sign  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

NAME OF BUSINESS/APPLICANT: HIGHLAND MOTORS

PROPOSED USE: \_\_\_\_\_ Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: 15017 WASHINGTON ST. #1 Parcel ID #: \_\_\_\_\_  
HAYMARKET VA 20168

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 Site Plan Required:  Yes  No

Special Use Permit Required:  Yes  No Homeowners Association (HOA) Approval:  Yes  No

Off-street Parking: Spaces Required: 10 Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

M & T AUTO

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet

PAID

FEE:  \$25.00 Residential  \$50.00 Commercial

MAR 02 2012

Town of Haymarket

### CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

Supporting Documentation (attached):  Specification Sheet  Photograph(s)

#### PERMIT HOLDER INFORMATION

SHAFQAT - M - MIRZA

Name

6048 CLAMBS DR.

Address

ALEX VA 22310

City State Zip

703) 627-3933 MIRZAASC@yahoo

Phone# Email

#### PROPERTY OWNER INFORMATION

Payne Development

Name

P.O. Box 430

Address

GLEN ECHO MD. 20812

City State Zip

703-754-0930

Phone# Email

**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Applicant Signature

Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

ZONING PERMIT #: ZP20120302

Date Filed: 3-2-12 Fee Amount: 50- Date Paid: 3-2-12

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): N/A

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_

DATE TO PLANNING COMMISSION: 3-12-12 deferred to 4-9-12 deferred to 5-14-12

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

PLANNING COMMISSION (where required): Rebecca Bare Rebecca Bare  
SIGNATURE PRINT

CONDITIONS: 58-381(a)

DATE TO TOWN COUNCIL: \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_



RECEIVED

MAR 02 2012

2011 Business Professional and Occupation License (BPOL) Application and Renewal Form  
 Renewal Application and payment are due in full on or before April 30, 2011  
 New businesses beginning on or after January 1, 2011 have 30 days to make application and remit payment

TOWN OF HAYMARKET

All Applicants Complete This Section

Legal Name of Business HIGHLAND MOTORS

Trade Name \_\_\_\_\_

Sole Proprietor  Partnership  Corporation  LLC  
 Other (specify) \_\_\_\_\_

Tax Contact Name SHAFQAT MIRZA

Tax Contact Phone 703-627-3933

Business Mailing Address 15017 WASHINGTON ST  
 HAYMARKET, VA. 20169 #5

Haymarket physical address SAME AS ABOVE  
(If different from above)

Email Address MIRZAASC@YAHOO.COM

Business Phone 703-627-3933

Date Business Began \_\_\_\_\_

Date Business Ended (if final return) \_\_\_\_\_

Description of Business USED CARS &  
 TRUCK

All new license applications for in-town businesses must provide a copy of your Certificate of Occupancy or in the case of an in-home business, a copy of your approved Special Use Permit Application.

Brief Description of Business \_\_\_\_\_

To Be Completed by Contractors

To be issued a license for a contractor/home improvement business, you must provide the Registration Number for a valid Class A, B, or C Contractor's License issued in your business name by the Virginia Board for Contractors.

VA Contractors Reg. No. \_\_\_\_\_

Class 'A'  Class 'B'  Class 'C'

All Contractors must also complete a Contractor's Certification of Insuring Liability for Worker's Compensation in Virginia Form. Virginia Code 58.1-371 B4(1) prohibits a municipality from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining worker's compensation coverage for his employees, if such coverage is required.

Complete if applicant is a Virginia Contractor located outside of the Town of Haymarket:

Name of Virginia Jurisdiction where principal office is located: \_\_\_\_\_

Does locality impose a local business license tax? \_\_\_\_\_

If so, please provide current license # \_\_\_\_\_

Office Use

Account No. \_\_\_\_\_

Date Filed 3-2-12

Code Section \_\_\_\_\_

PC Approval 58-381(a) RAB

TC Approval \_\_\_\_\_

CALCULATE LICENSE TAX AMOUNT DUE – YOU MUST COMPLETE REVERSE BEFORE COMPLETING THIS SECTION

1. Enter taxable gross receipts from reverse side Table B, line 6. .... \$150,000
  2. Enter tax rate from reverse side Table C, Tax Rate Schedule. ....
  3. LICENSE TAX DUE  
 Divide line 1 above by \$100, and then multiply by the tax rate entered on line 2 above ..... \$150,000
  4. Flat Rate License Tax Due.  
 Enter flat rate from reverse side Table C, Tax Rate Schedule .....
  5. TOTAL LICENSE TAX DUE.  
 Payment is due in full on or before April 30, 2011, or within 30 days of beginning business in the Town of Haymarket .....
- Add a 10% late payment penalty and 10% interest (per annum) if paying after April 30, 2011, or if a new business paying more than 30 days of beginning business: in the Town of Haymarket .....

PAID

TOTAL

\$150,000

Make check payable to: TOWN OF HAYMARKET, PO BOX 1230, HAYMARKET, VA 20168

MAR 02 2012

Cash \$150.00

Town of Haymarket



**COMMONWEALTH of VIRGINIA**  
*Motor Vehicle Dealer Board*

**CERTIFICATION OF ZONING COMPLIANCE**

Dealership Location: Haymarket Date: 3/23/12  
Town, City or County of

A I A Imports Suite #2  
Name of Business

15001 Washington St Haymarket 20169  
Street Address City Zip code

Section 46.2-1510 of the Code of Virginia states in part, "No license shall be issued to any motor vehicle dealer unless he has an established place of business, owned or leased by him, where a substantial portion of the sales activity of the business is routinely conducted and which: (1) Satisfies all local zoning regulations."

The section below is to be completed by the Zoning Administration verifying that the applicant has complied with all requirements from the Town, City or County in which the dealership is located.

- The above referenced business is properly zoned for the sale and display of new or used motor vehicles. Applicant has complied with all zoning requirements and permits.

As the zoning official for the locality in which this business is located, I verify by my signature below that the above named business is in compliance with the zoning ordinance of this locality for the use for which the applicant is applying. It is understood that the Motor Vehicle Dealer Board will license the dealer for business once zoning verification is received and all Dealer Board requirements are met.

**ZONING OFFICIAL**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_ Business Phone Number \_\_\_\_\_





**COMMONWEALTH of VIRGINIA**  
*Motor Vehicle Dealer Board*

**CERTIFICATION OF ZONING COMPLIANCE**

Dealership Location: Haymarket (PW) Date: 3/23/12  
Town, City or County of

Arlington Imports suite #4  
Name of Business

15001 Washing St Haymarket VA 20169  
Street Address City Zip code

Section 46.2-1510 of the Code of Virginia states in part, "No license shall be issued to any motor vehicle dealer unless he has an established place of business, owned or leased by him, where a substantial portion of the sales activity of the business is routinely conducted and which: (1) Satisfies all local zoning regulations."

The section below is to be completed by the Zoning Administration verifying that the applicant has complied with all requirements from the Town, City or County in which the dealership is located.

The above referenced business is properly zoned for the sale and display of new or used motor vehicles. Applicant has complied with all zoning requirements and permits.

As the zoning official for the locality in which this business is located, I verify by my signature below that the above named business is in compliance with the zoning ordinance of this locality for the use for which the applicant is applying. It is understood that the Motor Vehicle Dealer Board will license the dealer for business once zoning verification is received and all Dealer Board requirements are met.

**ZONING OFFICIAL**

\_\_\_\_\_  
Signature Date Business Phone Number

**2201 West Broad Street • Suite 104 • Richmond, Virginia 23220**  
Telephone: (804) 367-1100 Fax Number: (804) 367-1053



**COMMONWEALTH of VIRGINIA**  
*Motor Vehicle Dealer Board*

**CERTIFICATION OF ZONING COMPLIANCE**

Dealership Location: Haymarket Date: 3/23/12  
Town, City or County of

SFW Auto Sales SUITE 1  
Name of Business

15001 Washington St Haymarket 20169  
Street Address City Zip code

Section 46.2-1510 of the Code of Virginia states in part, "No license shall be issued to any motor vehicle dealer unless he has an established place of business, owned or leased by him, where a substantial portion of the sales activity of the business is routinely conducted and which: (1) Satisfies all local zoning regulations."

The section below is to be completed by the Zoning Administration verifying that the applicant has complied with all requirements from the Town, City or County in which the dealership is located.

- The above referenced business is properly zoned for the sale and display of new or used motor vehicles. Applicant has complied with all zoning requirements and permits.

As the zoning official for the locality in which this business is located, I verify by my signature below that the above named business is in compliance with the zoning ordinance of this locality for the use for which the applicant is applying. It is understood that the Motor Vehicle Dealer Board will license the dealer for business once zoning verification is received and all Dealer Board requirements are met.

**ZONING OFFICIAL**

\_\_\_\_\_  
Signature Date Business Phone Number

**2201 West Broad Street • Suite 104 • Richmond, Virginia 23220**  
Telephone: (804) 367-1100 Fax Number: (804) 367-1053



# COMMONWEALTH of VIRGINIA

## Motor Vehicle Dealer Board

### CERTIFICATE OF ZONING COMPLIANCE

Dealership Location: HAYMARKET, VA Date: \_\_\_\_\_  
Town, City or County of

HIGHLAND MOTORS  
Name of Business

15017-WASHINGTON ST #1 HAYMARKET, VA 20169  
Street Address City Zip Code

Section 46.2-1510 of the Code of Virginia states in part, "No license shall be issued to any motor vehicle dealer unless he has an established place of business, owned or leased by him, where a substantial portion of the sales activity of the business is routinely conducted and which: (1) Satisfies all local zoning regulations."

The section below is to be completed by the Zoning Administration verifying that the applicant has complied with all requirements from the Town, City or County in which the dealership is located.

- The above referenced business is properly zoned for the sale and display of new or used motor vehicles. Applicant has complied with all zoning requirements and permits.

Special Conditions/Comments: \_\_\_\_\_

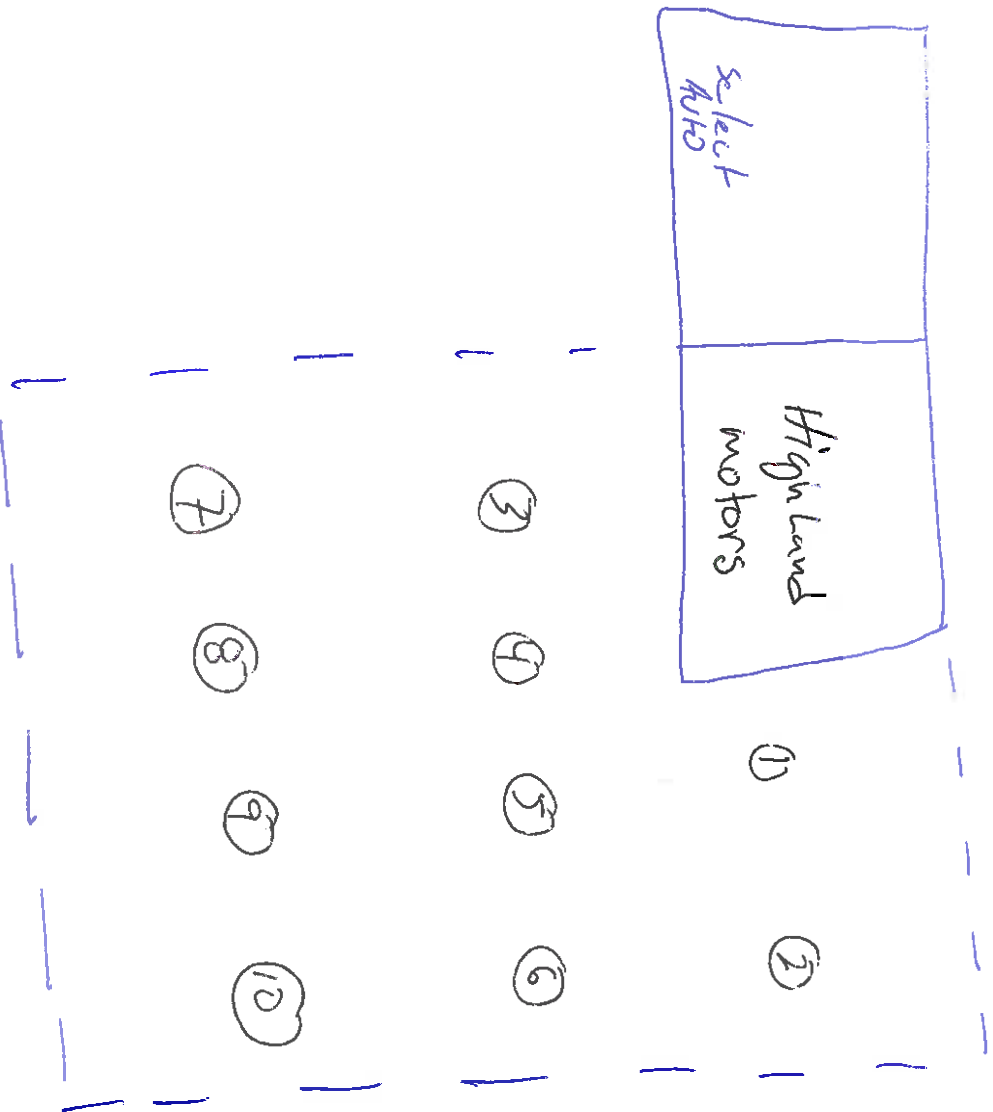
As the zoning official for the locality in which this business is located, I verify by my signature below that the above named business is in compliance with the zoning ordinance of this locality for the use for which the applicant is applying. It is understood that the Motor Vehicle Dealer Board will license the dealer for business once zoning verification is received and all Dealer Board requirements are met.

### ZONING OFFICIAL

\_\_\_\_\_  
Signature Date Business Phone Number

2201 West Broad Street • Suite 104 • Richmond, Virginia 23220  
Telephone: (804) 367-1100 Fax Number: (804) 367-1053

15017 Washington St  
Parking Diagram





Haymarket Museum

RAYNE LN

JEFFERSON ST

WASHINGTON ST

40 Feet

Copyright © 2012 Prince William County  
Aerial Imagery © 2009 Commonwealth of Virginia

The information contained on this page is not to be construed or used as a legal description. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the Prince William County Geographic Information Systems Division of the Office of Information Technology. In no event will Prince William County be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.



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MAY - 4 2012

ZONING PERMIT #: ZP20120504

TOWN OF HAYMARKET

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING PERMIT APPLICATION

ZONING ACTIVITY: [ ] New Construction [ ] Alteration/Repair [ ] Addition [ ] Sign [x] New Tenant/Use [ ] Change of Use [ ] Relocation

NAME OF BUSINESS/APPLICANT: B+W Barrel and Choke

PROPOSED USE: 58-257 (6) Size (Sq. Ft./Length) of Construction:

SITE ADDRESS: 6628 B James Madison Hwy Parcel ID #: 728-60-7638

Subdivision Name: Lot Size: 1.92 AC

ZONING DISTRICT: [ ] R-1 [ ] R-2 [ ] B-1 [ ] B-2 [x] I-1 [ ] C-1 Site Plan Required: [ ] Yes [ ] No

Special Use Permit Required: [ ] Yes [x] No Homeowners Association (HOA) Approval: [ ] Yes [ ] No

Off-street Parking: Spaces Required: Spaces Provided:

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.) - no additional parking, manufacturer ONLY! 116ft x 19ft work space w/in the Door work space.

Supporting Documentation (attached): [ ] Narrative [ ] Plan/Plat [ ] Specification Sheet

FEE: [ ] \$25.00 Residential [x] \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

Supporting Documentation (attached): [ ] Specification Sheet [ ] Photograph(s)

PERMIT HOLDER INFORMATION: William Power Jr, 6628 B James Madison Hwy, Haymarket, VA 20169, 703-989-8945, whpower.dera@verizon.net
PROPERTY OWNER INFORMATION: ROSE INVESTMENTS LLC, 131 EAST BROAD ST. #205, FALLS CHURCH, VA 22046, OGradyPTe@aol.com

**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

W. Bowser Jr  
Applicant Signature

See email  
Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

ZONING PERMIT #: ZP20120504

Date Filed: 5-4-12 Fee Amount: N/C Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

DATE TO PLANNING COMMISSION: 5-14-12

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

PLANNING COMMISSION (where required): Rebecca Bare Rebecca Bare  
SIGNATURE PRINT

CONDITIONS: 58-257 (6)  
\_\_\_\_\_

DATE TO TOWN COUNCIL: \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

## Jennifer Preli

---

**From:** OGradyPT@aol.com  
**Sent:** Thursday, May 03, 2012 4:47 PM  
**To:** Jennifer Preli  
**Cc:** cheryl.cox1@verizon.net; deranainc1@verizon.net  
**Subject:** DeRana at The Rose property on James Madison

To the Town Clerk:

Jennifer, this is to advise on behalf of Rose Investments, Inc that it has no objection to the use of some of the space occupied by DeRana, Inc. to be used by William Bower, Jr. trading as B & W Barrell & Choke at the premises 6628 James Madison Highway. Should you require anything further, kindly advise. I appreciate your cooperation.

Paul Terrence O'Grady





RECEIVED  
MAY - 4 2012  
TOWN OF HAYMARKET

2012 Business Professional and Occupation License (BPOL) Application and Renewal Form  
Renewal Application and payment are due in full on or before April 30, 2012  
New businesses beginning on or after January 1, 2012 have 30 days to make application and remit payment

All Applicants Complete This Section

Legal Name of Business B & W BARNETT AND UICKIE

Trade Name Same

Sole Proprietor  Partnership  Corporation  LLC  
 Other (specify) \_\_\_\_\_

Tax Contact Name William Bower

Tax Contact Phone 703-987-8945

Business Mailing Address 6628 B James med.  
Highway, Haymarket, VA  
20169

Haymarket physical address \_\_\_\_\_  
(if different from above)

Email Address \_\_\_\_\_

Business Phone 703-987-8945

Date Business Began \_\_\_\_\_

Date Business Ended (if final return) \_\_\_\_\_

Description of Business MFG. Chokes for gun  
barnetts

All new license applications for in-town businesses must provide a copy of your Certificate of Occupancy or in the case of an in-home business, a copy of your approved Special Use Permit Application.

Brief Description of Business \_\_\_\_\_

To Be Completed by Contractors

To be issued a license for a contractor/home improvement business, you must provide the Registration Number for a valid Class A, B, or C Contractor's License issued in your business name by the Virginia Board for Contractors.

VA Contractors Reg.

No. \_\_\_\_\_

Class 'A'  Class 'B'  Class 'C'

All Contractors must also complete a Contractor's Certification of Insuring Liability for Worker's Compensation in Virginia Form. Virginia Code 58.1-371 B4(1) prohibits a municipality from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining worker's compensation coverage for his employees, if such coverage is required.

Complete if applicant is a Virginia Contractor located outside of the Town of Haymarket:

Name of Virginia Jurisdiction where principal office is located: \_\_\_\_\_

Does locality impose a local business license tax? \_\_\_\_\_

If so, please provide current license # \_\_\_\_\_

Office Use

Account No \_\_\_\_\_

Date Filed \_\_\_\_\_

Code Section \_\_\_\_\_

PC Approval RAB SB-257(6)

TC Approval \_\_\_\_\_

CALCULATE LICENSE TAX AMOUNT DUE - YOU MUST COMPLETE REVERSE BEFORE COMPLETING THIS SECTION

1. Enter taxable gross receipts from reverse side Table B, line 6..... 35,000 est.

2. Enter tax rate from reverse side Table C, Tax Rate Schedule..... \_\_\_\_\_

3. LICENSE TAX DUE  
Divide line 1 above by \$100, and then multiply by the tax rate entered on line 2 above ..... \_\_\_\_\_

4. Flat Rate License Tax Due.  
Enter flat rate from reverse side Table C, Tax Rate Schedule ..... \_\_\_\_\_

5. TOTAL LICENSE TAX DUE.  
Payment is due in full on or before April 30, 2012, or within 30 days of beginning business in the Town of Haymarket ..... \_\_\_\_\_

Add a 10% late payment penalty and 10% interest (per annum) if paying after April 30, 2012, or if a new business paying more than 30 days of beginning business in the Town of Haymarket ..... \_\_\_\_\_

TOTAL..... \$35-

Make check payable to: TOWN OF HAYMARKET, PO BOX 1230, HAYMARKET, VA 20168

MFG.  
EXEMPT

**TABLE A – ALLOWABLE ADJUSTMENTS**

1. Gasoline/Diesel fuel Suppliers/Wholesalers enter 2011 State/Federal excise fuel tax collected.....
2. Contractors located in The Town of Haymarket may subtract 2011 gross receipts from work done in Other Virginia jurisdictions that impose a similar business license tax, but only if the amount Subtracted is reported to the other Virginia jurisdictions. YOU MUST PROVIDE A COPY OF YOUR COMPLETED BUSINESS LICENSE APPLICATION FROM THESE JURISDICTIONS OR THE ADJUSTMENT WILL BE DISALLOWED (Virginia Code 58.1715).....
3. Add lines 1 and 2. This is your total allowable adjustments.....

**TABLE B – TAXABLE GROSS RECEIPTS**

1. Enter total 2011 gross receipts, or if for a new business (business that started on or after January 1, 2012, provide an estimate of your 2012 gross receipts). Wholesale merchants report total gross purchases, Rather than gross receipts..... \$ 35,000
  2. Enter allowable adjustments, if any, from Table A, line 3 above.....
  3. Subtract line 2 from line 1. This is your **adjusted gross receipts**.....
- Complete Lines 4 & 5 only if business began on or after January 1, 2011 and prior to January 1, 2012*
4. Enter gross receipts estimate for 2011 from 2011 license application.....
  5. Subtract line 4 from line 3. If the result is less than \$0, enter the negative amount.....
  6. Add line 3 and the amount on line 5, if any. If the result is less than \$0, enter \$0. This is your **taxable gross receipts**. Enter the value here and on line 1 on the reverse side.....

**TABLE C – TAX RATE SCHEDULE**

**PART A: TAX RATES SCHEDULE FOR LICENSE TAX BASED ON GROSS RECEIPTS**

Business Classification	Tax Rate Per \$100/Gross Receipt
Contractor based in the Town of Haymarket (CN)	\$0.15
Contractor located in another VA jurisdiction which imposes a BPOL or similar tax (CT)	\$0.15
Wholesale Merchant (WS)	\$0.05/purchases
Retail Merchant (RM)	\$0.10
Financial Services (FS)	\$0.30
Real Estate Services (RE)	\$0.30
Professional Services (PT)	\$0.30
Repair Services (RS)	\$0.10
Personal Services (PS)	\$0.10
Business Services (BN)	\$0.10
Restaurants (RT)	\$0.10
Public Service Corporations	\$0.10
Manufacturer (MN)	EXEMPT

**PART B: TAX RATE SCHEDULE FOR FLAT FEE LICENSES**

Business Classification	Flat Rate Fee (1 year)
Carnival/Circus Fortune Teller	\$1,000 per occurrence
Itinerant Merchant/Peedler	\$500/1 year

No business license will be issued until all delinquent business license and tangible personal property taxes owed by the applicant to the Town of Haymarket have been paid (VA Code 58.1-3700)

**DECLARATION**

It is a misdemeanor for any person to willfully subscribe an application that he does not believe to be true and correct as to every material matter. Businesses are subject to audit by the Town of Haymarket pursuant to VA Code 58.1-3109. I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

*Winston Powell*

DATE

*4-25-12*

**Sec. 58-257. Use regulations.**

In the I-1 district, any structure to be erected or land to be used shall be exclusively for one or more of the following uses:

- (1) Assembly and manufacture of electrical appliances, electronic instruments and devices.
- (2) Blacksmith shops, welding or machine shops, using manual/traditional processes.
- (3) Building materials sales yards, plumbing supplies storage.
- (4) Cabinets, furniture and upholstery shops.
- (5) Laboratories, pharmaceutical and/or medical.
- (6) Manufacture, compounding, assembling or treatment of articles of merchandise from the following previously prepared materials: Canvas, cloth, cork, felt, fiber, glass, plastic, precious or semiprecious metals or stones, straw, textiles, tobacco, wood and yarn.
- (7) Manufacture, compounding, processing, packaging, or treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, perfumed toilet water, toiletries and food products, and ice manufacturers.
- (8) Manufacture of musical instruments, toys, novelties, and rubber and metal stamps.
- (9) Manufacture of pottery and figurines or other similar ceramic products using manual/traditional processes.
- (10) Monumental stone works.
- (11) Veterinary or dog or cat hospital, kennels.
- (12) Wholesale businesses, storage warehouses.
- (13) Off-street parking as required by this chapter.
- (14) Fast food.
- (15) Service stations without fuel sales with repairs under roof.
- (16) Recreation, commercial, indoor, fitness and sports activities [are] limited to the following: Basketball, Softball, Football, Field Hockey, Soccer, Lacrosse, Laser Tag, Wiffleball, Dodgeball, Track and Field, Tennis, Cheerleading, Gymnastics, Multi-sport Instruction Camps, Sport Specific Leagues, Birthday Parties, Marching Band, Weight Lifting, Baseball, and those activities offered at Prince William County Schools.

(Code 1989, § 12-162; Ord. of 7-6-1998, § 1(12-162); Ord. of 12-3-2007; Ord. of 10-6-2008; Ord. of 10-6-2009)



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INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** PLOT PLAN OF EXISTING CONDITIONS / BUILDING RENOVATIONS AT THE TOWN CENTER PROPERTY  
**DATE:** 06-04-12  
**CC:** STAFF

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At its regularly scheduled meeting on May 14, 2012, the Planning Commission reviewed a plot plan depicting the existing site conditions of the Town Center property as well as improvements associated with the renovation of the Old Post Office and Hulfish House. The Commission deferred its review of the plot plan in order to evaluate whether or not several of the proposed improvements (i.e. redirecting stormwater away from the foundation of the Old Post Office and installation of handicapped parking for the Hulfish House) would increase stormwater flows off the Town Center property and/or impact 18<sup>th</sup> Century, a residential subdivision south of the site. The Commission did motion to allow the construction of an addition to the Old Post Office in accordance with Town Code Section 58-179(a), Requirements for permitted uses in the B-1 Zoning District. It is recommended that the Town Council authorize the construction of the addition to the Old Post Office pending review of the final plot plan.

**BACKGROUND**

At its regularly scheduled meeting on May 7, 2012, the Town Council considered several scenarios presented by the Planning Commission regarding the disposition of the Haymarket Old Town Centre site plan. A motion to invalidate the site plan failed. The Town Council took no further action. The Chairman of the Planning Commission noted that for the Commission to review the proposed improvements to the Old Post Office and Hulfish House, a site plan would need to accompany the associated zoning permits as prescribed by Section 58-179(a). The proposed improvements are outlined in a memorandum to the Architecture Review Board (ARB) dated April 5, 2012. The Mayor directed that staff prepare a "plot plan" for the Town Center property as described above for the Planning Commission to review at the Commission's May 14, 2012 meeting (this option was described by the Commission as Option 2 in regard to the disposition of the Haymarket Old Town Centre site plan).

**RECOMMENDATION**

It is recommended that the Town Council authorize the construction of the addition to Old Post Office, described as item 8 in the memorandum to the ARB dated April 5, 2012.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** OLD POST OFFICE AND HULFISH HOUSE – RENOVATION UPDATES  
**DATE:** 06/04/12  
**CC:** STAFF

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**Updates on the work are summarized below. The work will not be completed prior to the end of the 2012 Fiscal Year requiring that funding be moved to the 2013 Fiscal Year Budget.**

STATUS

Old Post Office

Work on the Old Post Office has slowed until the Town Council approves the construction of the addition on the rear of the building. That addition is included as part of Item 9 on the agenda. The updated Cost Tracking Report is attached.

The Tenant for the Old Post Office, Jim Junkala is planning to occupy the building and we have begun negotiations on the lease with expectation that he will be able to open for business in September.

Hulfish House

Work on the interior of the Hulfish House includes the installation of the new roof, the completion of the interior beam and joist system for the first and second floors and removal of all plaster and wall board in preparation for installation of electrical service, HVAC system and new interior walls.

The Exterior work includes the installation of the new roof and the exterior painting.

Negotiations with the tenant for the Hulfish House, Doris Buck, have begun. The goal of those negotiations is to have her business in the house in September.

## Cost Tracking: Old Post Office

Item	Estimated Cost	Actual Cost	Notes
Demolition of Interior, remove chimney and other exterior work	\$ 9,500.00	\$ 7,700.00	Work Complete
Removal of siding and floor joists. Brace wall dig out rock foundation. Pour concrete footer for western exterior wall and center footers	\$ 20,000.00	\$ 18,300.00	Work Complete
Repair/replace siding on sides and front	\$ 4,500.00	\$ 3,118.00	Work Complete
Materials for siding repair	\$ 2,000.00	\$ 2,000.00	Work Complete
Replace floor framing and flooring	\$ 7,500.00	\$ 4,831.00	Actual through 5/14
Materials - floor framing and flooring	\$ 5,000.00	\$ 2,691.00	Actual through 5/14
Replace/repair windows and doors	\$ 7,500.00	\$ 750.00	Actual through 5/8
Repair of north Foundation wall	\$ 3,500.00	\$ 1,200.00	Bid from Yates Concrete
Replace stairs	\$ 1,500.00	\$ 2,000.00	Century Stair quote (\$1,100) plus estimated installation
Beam and bracing for second floor ceiling - temporary	\$ 1,200.00		No estimate yet
Demolish old addition	\$ 2,500.00	\$ 2,500.00	Work Complete

Replace Roof	\$	10,000.00	\$	10,500.00	Low bid from Smith & Son Construction 3/20 includes addition
New addition - Handicap rest room, kitchenette, including plumbing and tap fee	\$	20,000.00	\$	20,000.00	Obtaining quotes
Handicap Ramp	\$	3,500.00			Holding for design
Paint Exterior	\$	14,000.00	\$	8,650.00	Low bid Quote from Gosson 3/13
Electrical	\$	10,000.00	\$	6,500.00	Low bid from GDC Electric
HVAC	\$	18,000.00	\$	7,850.00	Low bid from L H Mechanical
Final grading	\$	5,000.00			Allowance
Engineering/Administration	\$	12,000.00	\$	4,740.00	Through 5/30
Sub-Total	\$	157,200.00	\$	103,330.00	
Contingency 25%	\$	39,300.00	\$	50,000.00	
<b>Total</b>	<b>\$</b>	<b>196,500.00</b>	<b>\$</b>	<b>153,330.00</b>	

## Cost Tracking: Hulfish House

Item	Estimated Cost	Actual Cost	Notes
Cover exposed interior walls; remove temporary walls and flooring	\$ 2,700.00	\$ 2,700.00	Work Complete
Clear interior wall; install sump pump; install temporary floor inside door	\$ 1,800.00	\$ 1,800.00	Work Complete
Prepare all exterior walls for painting	\$ 11,000.00	\$ 11,000.00	Work Complete
Exterior walls - materials	\$ 1,000.00	\$ 1,595.00	Work Complete
Install sister joists/replacement joists and plywood	\$ 5,000.00	\$ 5,678.00	Work Complete
Materials - joists and plywood	\$ 2,500.00	\$ 2,324.00	Work Complete
Repair/replace boarded windows and doors	\$ 5,000.00	\$ 3,000.00	Total will be \$4,500 including cost of replacement windows and labor.
Remove interior walls on second floor	\$ 1,500.00	\$ 1,200.00	Work Complete
Remove plaster and drywall on first and second floor	\$ 5,000.00	\$ 3,800.00	Work complete



Install Insulation and dry wall throughout	\$ 3,500.00	\$ 2,900.00	Low bid quote
Install ADA Bathroom on side porch	\$ 6,000.00		One of three quotes received: quote \$6,455.
Replace Roof	\$ 15,000.00	\$ 12,000.00	Low bid quote from Smith & Son.
Chimney repair	\$ 2,000.00	\$ 2,000.00	Payne completed work
Electrical	\$ 12,000.00	\$ 12,000.00	Obtaining three quotes
HVAC Installation	\$ 15,000.00	\$ 10,500.00	Low bid quote from L.H. Mechanical
Repair rear foundation wall	\$ 7,500.00	\$ 5,500.00	Payne price
Fill exterior foundation opening with dirt			Included in Payne quote for removing dirt from Post Office
Paint Building	\$ 20,000.00	\$ 17,200.00	Low bid quote from Gossom 3/13.
Build cover over open foundation area	\$ 3,500.00	\$ 3,500.00	Estimate from Payne
Out building repairs	\$ 5,500.00		Obtaining quotes for all work
Out building Roof	\$ 4,000.00	\$ 2,600.00	Low bid quote from Smith & Son Construction 3/20
Engineering Support	\$ 3,000.00	\$ 2,510.00	Billed through 5/30
Sub-Total	\$ 132,500.00	\$ 103,807.00	
Contingency 25%	\$ 33,125.00	\$ 25,951.75	

**Total**

**\$ 165,625.00**

**\$ 129,758.75**



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN  
**DATE:** 06/04/11  
**CC:** STAFF

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**BACKGROUND**

The Federal Disaster Mitigation Act of 2000 requires all localities to develop and adopt a hazard mitigation plan, or participate in and adopt a regional plan, in order to be eligible for funding through the Federal Emergency Management Agency's Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grant Program.

The Northern Virginia Regional Commission developed a plan in 2006 and has made recent updates that the Town must adopt.

At the May Town Council meeting, Councilmember Cole asked for answers to his questions regarding the plan. The questions and answers:

Will the Town of Haymarket be named as a participant in the Plan? The updated plan which we have now received includes the town and contains a summary description of the town and our risk assessments.

Will the Town incur costs related to the implementation of the plan? The Town role will be to work with the County regarding some of the action items and will require the time of the Town Manager and Police Chief.

A brief email from Patrick Collins, the Emergency Services Manager for Prince William County discussing these answers is attached.

**RECOMMENDATION**

It is recommended that the Town Council adopt the Multi-Jurisdictional Hazard Mitigation Plan for Northern Virginia by adopting the attached Resolution.

**RESOLUTION 20120604-1**

**Adoption of the Multi-Jurisdictional Hazard Mitigation Plan Update for the Northern Virginia Region**

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance; and,

WHEREAS, the Northern Virginia Regional Hazard Mitigation Plan has been prepared in accordance with FEMA requirements at 44C.F.R.201.6; and,

WHEREAS, a Mitigation Advisory Committee ("MAC), comprised of representatives from the Counties of Arlington, Fairfax, Loudoun, and Prince William; the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and Towns of Clifton, Dumfries, Haymarket, Herndon, Leesburg, Middleburg, Purcellville, Occoquan, Quantico, Round Hill, and Vienna, was convened in order to assess the risks of hazards facing the Northern Virginia region, and to make recommendations on actions to be taken to mitigate these hazards; and,

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the MAC to update a comprehensive hazard mitigation plan for the Northern Virginia region; and,

WHEREAS, the plan incorporates the comments, ideas and concerns of the community and of the public in general, which this plan is designed to protect, ascertained through a series of public meetings, publication of the draft plan, press releases, and other outreach activities; and

BE IT RESOLVED that the Town of Haymarket recognizes that recent events of the Virginia Earthquake, Hurricane Irene, and Tropical Storm Lee are not captured in the current FEMA approved pending adoption update of the local Hazard Mitigation Plan. Being committed to mitigation planning and activities, Haymarket, as part of the next update, will fully endeavor to identify, evaluate, and include these events and their impacts.

NOW THEREFORE, BE IT RESOLVED by the Haymarket Town Council that the 2010 Northern Virginia Hazard Mitigation Plan Update is hereby approved and adopted by the Haymarket Town Council on May 7, 2012, and resolved to execute the action in the plan. A copy of the plan is attached to this resolution.

BY:

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Pamela E. Stutz, Mayor

ATTEST:

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Jennifer Preli, Town Clerk

Motioned By:

Seconded By:

Ayes:

Nays:

Absent:

Abstain:



## XII. Town of Haymarket

Located near Civil War Battlefields and on the “Journey Through Hallowed Ground,” the Town of Haymarket is an important historical site as well as a growing destination for shoppers and history buffs. Chartered in 1799 by the Virginia General Assembly, the Town of Haymarket was incorporated in 1882. The population of the town was 879 as of the 2000 Census and was estimated by the Census Bureau to be 1,252 in 2009.



Since the 1900s it has been popular for fox hunting and steeple chasing and is also known for its wineries. The town covers .5 square miles of land and is located in Prince William County. Based on the 2005-2009 American Community Survey, the town population was comprised of 68.8% white, 17.9% black or African American, 0.4% Pacific Islander, 6.5% Asian, 5.8% from other races, and 0.7% bi-racial. Hispanics or Latinos of any race were 11.3% of the total population.

Haymarket has a moderate climate. Temperatures generally range from lows in the mid-20s in January to highs in the upper-80s and lower-90s during the month of July. Annual precipitation averages are approximately 38 inches of rain and 16 inches of snow fall in any given year. The wettest month on average is May. Recent history proves that weather events well outside of these averages can and do occur. Climate change is expected to continue the trend of the past 40 to 50 years of an increased frequency of extreme weather events.

Haymarket is subject to high wind events and extreme winter weather. Winter storms pose significant threats, as evidenced during the 2009 – 2010 winter season.

To a large extent, historical records are used to identify the level of risk within the Northern Virginia region, including Haymarket, with the assumption that the data sources cited are reliable and accurate. Unless otherwise cited, data on historical weather-related events is based on information made available through the Storm Event Database by NOAA’s NCDC<sup>49</sup>. Hazards were ranked using a semi-quantitative scoring system that involved grouping the data values (normalized to account for inflation) based on statistical methods. This method prioritizes hazard risk based on a blend of quantitative factors extracted from NCDC and other available data sources. The parameters considered include:

- Historical occurrence;
- Vulnerability of population in the hazard area; and
- Historical impact, in terms of human lives and property and crop damage.

The hazard scores were assigned a category of ‘Low’; ‘Medium-Low’; ‘Medium’; ‘Medium-High’; or ‘High’. Based on this methodology, Flood, Wind, Tornado, and Winter Weather hazards were ranked as ‘High’ for Manassas Park. See Table 7.56 for a summary of hazard rankings.



**Table 7.56: Hazard Ranking for Town of Haymarket**

Hazard	Flood	Wind	Tornado	Winter Weather	Drought	Earthquake	Landslide	Wildfire	Karst
Ranking	High	High	High	High	High	Med	Med-Low	Med	Med-Low

Annualized loss statistics for Prince William County based on NCDC historical data as the result of Flood, High Wind, Tornado and Winter Storm are summarized in Table 7.57.

**Table 7.57: NCDC Annualized Loss by Prince William County (including Town of Haymarket)**

Annualized Loss as determine through NCDC data  
(based on property and crop damages and number of years of record)

	Flood	High Wind	Tornado	Winter Storm	Total Annualized Loss (All Hazards)
<i>Years of Record</i>	17	21	59	17	
Prince William County	\$155,044	\$795,511	\$117,080	\$60,502	\$1,242,539

It should be noted that while the NCDC storm events data is the most comprehensive database available for which to compare most natural hazards, its considerable limitations include spotty property and crop damage data that are considered to significantly under-estimate actual losses. Much of the NCDC data is gathered from damage reports and insurance records.

FEMA’s HAZUS<sup>MH</sup> model provides another method for estimating annualized loss that uses science and engineering principals and building stock values along with historical hazard occurrences to analyze potential damage and economic loss. Annualized loss statistics for Haymarket based on HAZUS<sup>MH</sup> runs for hurricane and earthquake are found in Tables 7.58 and 7.59 below.

**Table 7.58: HAZUS<sup>MH</sup> - Annualized Loss Due to Hurricane for Haymarket**

Jurisdiction	Building Loss	Content Loss	Inventory Loss	Relocation Loss	Income Loss	Rental Loss	Wage Loss	Total Annualized Loss
Town of Haymarket	\$123	\$9	\$0	\$6	\$1	\$2	\$1	\$143

**Table 7.59: HAZUS<sup>MH</sup> - Annualized Loss Due to Earthquake for Haymarket**

Jurisdiction	Annualized Loss
Town of Haymarket	\$ 165



As seen in the HAZUS<sup>MH</sup> analysis, the potential annual loss to property, contents, inventory, and related effects due to hurricanes is minimal, due to the Town of Haymarket's size. The earthquake annualized loss estimate is relatively low, but earthquakes occasionally occur in the region. That was the case July 16, 2010, when a 3.6 magnitude quake centered near Gaithersburg, Maryland shook the area.

#### **A. Town of Haymarket Mitigation Actions and Action Plan**



Northern Virginia Hazard Mitigation Plan Update

#	Year	Agency/Department/ Mitigation Action	Lead Agency Department/ Organization	Flood	Winter Weather	Thunderstorm	Tornado	Hurricane	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Erosion	Landslides	Karst	Human-Caused	Funding Source	Target Comple- tion Date	Interim Measure of Success	Priority	Keep Action Redacted (Yes/No)
1	2010	Assess the roadway structure at various intersections throughout the Town of Haymarket to avoid repeated flooding.	Town of Haymarket Police Department	X		X		X										Hazard Mitigation Assistance grant funding, County funding	December 2015	Identify funding sources by January 2012	High	No
2	2010	Continue to identify and employ a broad range of warning systems throughout the Town of Haymarket.	Town of Haymarket Police Department	X	X	X	X	X	X	X	X	X	X	X	X	X	X	UASI funding, DHS grants, town/county funding	December 2015	Identify one new warning system to utilize by December 2012.	High	No
3	2010	Conduct annual outreach to each FEMA-listed repetitive loss and severe repetitive loss property owner, providing information on mitigation programs (grant assistance, mitigation measures, and flood insurance information) that can assist them in reducing their flood risk.	Town of Haymarket Police Department	X		X		X										FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Develop outreach materials, or identify appropriate outreach materials for dissemination by June 2011.	Medium	No
4	2010	Support mitigation of priority flood-prone structures through promotion of acquisition/demolition, elevation, flood proofing, minor localized flood control projects, mitigation reconstruction and	Town of Haymarket Police Department	X		X		X										FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Identify all priority flood-prone structures by December 2011.	Medium	No





Northern Virginia Hazard Mitigation Plan Update

#	Year	Agency/Department: Mitigation Action	Lead Agency Department Organization	Flood	Winter Weather	Thunderstorm	Tornado	Hurricane	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Erosion	Landslides	Karst	Human-Caused	Funding Source	Target Comple- tion Date	Interim Measure of Success	Priority	Keep Action Redacted (Yes/No)
5	2010	where feasible using FEMA HMA programs where appropriate. Promote structural mitigation to assure redundancy of critical facilities, to include but not limited to roof structure improvement, to meet or exceed building code standards, upgrade of electrical panels to accept generators, etc.	Town of Haymarket Police Department	X		X		X										FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Query local government building services staffs as to effectiveness of provided information regarding the structural review.	Medium	No
6	2010	Review locality's compliance with the National Flood Insurance Program with an annual review of the Floodplain Ordinances and any newly permitted activities in the 100-year floodplain. Additionally, Conduct annual review of repetitive loss and severe repetitive loss property list requested of VDEM to ensure accuracy. Review will include verification of the geographic location of each repetitive loss property	Town of Haymarket Town Manager	X		X		X										General funds	Ongoing	Establish a schedule of review and review committee (if necessary) by June 2011.	Medium	No



Northern Virginia Hazard Mitigation Plan Update

#	Year	Agency/Department: Mitigation Action	Lead Agency Department Organization	Flood	Winter Weather	Thunderstorm	Tornado	Hurricane	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Erosion	Landslides	Karst	Human-Caused	Funding Source	Target Compl- ition Date	Interim Measure of Success	Priority	Keep Action Redacted (Yes/No)
		and determination if that property has been mitigated and by what means. Provide corrections if needed by filing form FEMA AW-501.																				
7	2010	Assess vacant buildings, determine historical significance, and develop a plan for restoring or demolishing the buildings vulnerable to hazards.	Town of Haymarket Town Manager	X	X	X	X	X	X	X	X	X	X	X	X	X	X	FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Assess at least one vacant lot per year	Low	No
8	2010	Participate in the region-wide Commodity Flow Survey, particularly as it relates to hazardous material transportation on railways. Develop signage to warn motorists and pedestrians at railway crossings.	Town of Haymarket Police Department														X	UASI Funding	December 2014	Identify Funding by December 2012	Low	No
9	2010	Determine feasibility of developing a drought preparedness and response plan	Town of Haymarket Town Manager						X									UASI funding, DHS grants, town/courty funding	December 2013	Research and identify applicable funding mechanisms to develop the plan.	Low	No

## Jennifer Preli

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**From:** Collins, Patrick [pcollins@pwccgov.org]  
**Sent:** Wednesday, May 30, 2012 1:22 PM  
**To:** Jennifer Preli  
**Subject:** RE: Hazard Mitigation Plan

Jennifer,

The Town of Haymarket was included in the jurisdictions section of the plan. The first page of the plan and also on the first page in chapter 4 has a list of all the jurisdictions listed including Haymarket. Haymarket also has a profile in Jurisdictions Executive Summary in chapter 7 page 393.

For the specific mitigation actions and completion dates, Haymarket and Prince William County will most likely need to work together in implementation of the action items. There are some actions items that are specific to the town and will need to be done at your end, and there are actions items that will need to be done by Prince William County in order to implement. One example is the UASI funded projects. In order to receive funding, it must be done through the County. Remember there is no legal requirement to do any of these projects and the Plan is not associated with any funding.

If you have any additional questions please let me know.

Regards,

Patrick M. Collins, CEM  
Emergency Services Manager  
Prince William County  
(703)792-5828

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**From:** Jennifer Preli [<mailto:jpreli@townofhaymarket.org>]  
**Sent:** Wednesday, May 30, 2012 10:25 AM  
**To:** David Schwengel; Jack Brown  
**Cc:** Gene Swearingen; Mark Gibb; David Morrison; Collins, Patrick  
**Subject:** RE: Hazard Mitigation Plan

Yes, thank you all for your time, very much appreciated. Have a great day!

*Jennifer Preli, Town Clerk*  
*PO Box 1230*  
*Haymarket, Virginia 20168*  
*703-753-2600*  
*703-753-2800 Fax*  
*Dine in Haymarket Today!*



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**From:** David Schwengel [<mailto:dschwengel@novaregion.org>]  
**Sent:** Wednesday, May 30, 2012 9:16 AM  
**To:** Jack Brown

**Cc:** Jennifer Preli; Gene Swearingen; Mark Gibb; David Morrison; [pcollins@pwcgov.org](mailto:pcollins@pwcgov.org)

**Subject:** Hazard Mitigation Plan

Thank you Jack for the response and for your leadership on this project.

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**From:** Jack Brown [<mailto:JJbrown@arlingtonva.us>]

**Sent:** Wednesday, May 30, 2012 8:26 AM

**To:** David Schwengel

**Cc:** Jennifer Preli; Gene Swearingen; Mark Gibb; David Morrison

**Subject:** Re: Hazard Mitigation Plan

Dave,

PWC Emergency Manager Pat Collins responded that he is handling the Town Haymarket request for information relating to the NoVA Haz Mit Plan.

Thanks,

Jack Brown

On May 29, 2012, at 4:11 PM, "David Schwengel" <[dschwengel@novaregion.org](mailto:dschwengel@novaregion.org)> wrote:

Hi Jennifer:

Thanks for your email and voicemail regarding your inquiry below. NVRC did serve as the regional coordinator for the first go around of the NoVA HazMit Plan (about 5 years ago). For the current NoVA HazMit effort, Arlington Co. OEM is serving as the grant recipient and regional coordinator – Jack Brown is the Arlington Co. Dir of OEM and he has someone on his staff he can put in touch with you to assist in this matter. Please let me know if I can help further.

All the best,

David Schwengel

703.642.4624 (w)

---

**From:** Jennifer Preli [<mailto:jpreli@townofhaymarket.org>]

**Sent:** Tuesday, May 29, 2012 2:47 PM

**To:** David Schwengel

**Cc:** Gene Swearingen

**Subject:** Hazard Mitigation Plan

Hello Mr. Schwengel:

The Town of Haymarket, as requested, plans to adopt the Hazard Mitigation Plan for Northern Virginia. It is set for our June 4 agenda. I was hoping you could clarify some points for us.

1. We notice that Haymarket is not listed as a jurisdiction, I am assuming that is due to population. Can you please confirm.
2. Chapter 9 of the plan talks about specific mitigation actions and target completion dates. Does Haymarket rely on the County for this, or will we need to implement ourselves?

I did leave you a voicemail. You can disregard if you are able to answer via email.

Thanks so much for your time!

Jennifer



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** END OF YEAR CIP PROJECTS  
**DATE:** 05/07/2012  
**CC:** STAFF

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**At the May 8 budget work session the Council identified nine projects/procurements to be completed prior to the end of the year and paid for by the money not spent from our expenditure budget for FY 2012.**

BACKGROUND

Attached is a status report for the procurements. With the possible exception of the water and sewer service to the Police building and Food Pantry building, all of the items will be completed prior to June 30, 2012.

Because the Council was not able to take official action for the expenditure of these funds we are requesting that the Council approve the items on the attached spreadsheet.

RECOMMENDATION

It is recommended that the Town Council authorize the expenditure of up to \$121,000.00 for the completion of the projects listed in the suggested motion prior to June 30, 2012.

The form of the motion would be:

*I move the expenditure of up to \$121,000.00 for the completion of:*

*Purchase and installation of a telephone system for Town Hall*

*Purchase, installation and training for a new accounting system to replace Quickebooks.*

*Purchase of two fireproof filing cabinets.*

*Purchase of two new computers for the Town Hall offices.*

*Purchase of Police Radios to meet the requirements of the new Prince William County Emergency communications system.*

*Development of the upgrade of the Town Web Site.*

*Renovation of the upstairs bathrooms in Town Hall.*

*Provide water and sewer connections to the Police building and the Haymarket Food Pantry building.*

*Purchase of Town decorations (banners) and additional American flags.*

Or,

*I move an alternate motion*

### CIP Projects for Completion in 2012 Budget - Recommended at 5/8/12 Budget Work Session

Project	Estimated Cost	Description	Staff Person Handling	Status: 5/14/12	Low Bid or Quote	Status: 6/4/12	Completion Date	Final Cost
1	Telephone System \$ 4,000.00	Replace the wireless system in town hall for more flexibility and security	Gene	Three bids received and reviewed. Falcon Systems selected (added a 6th phone to the quote).	\$ 2,964	Installation on 6/7	6/7/2012	\$ 2,964
2	Replace Quickbooks \$ 12,000.00	Need for a financial system that complies with governmental accounting requirements	Gene, Jen, James	Low bid from USIT - cost includes first year support	\$ 11,136	Review by Earhart		\$ 11,136
3	Fireproof File cabinets (2) \$ 4,000.00	Complete the replacement of old cabinets to improve the security of Town files	Sherrie	On order. Includes delivery and set-up.	\$ 3,358	Delivery expected on June 1.	6/1/2012	\$ 3,358
4	Computer work stations \$ 3,500.00	Town Hall: Three additional stations to be shared by contractors and/or a part-time admin position.	Jen	Getting cost information on CAD Software for one of the work stations	\$ 1,860	CAD software not possible. Purchased 2 work stations with wireless adaptors and installation.	5/24/2012	\$ 1,860

5	Police Radios	\$ 47,000.00	Required as part of the upgrade of the new PWC communications system	Gene, DPC Breeden	5/23 Order placed with Motorola Solutions Inc. Requested expedited delivery.	\$ 46,314	Add'l non motorola equip needed for the motorcycle: \$1,850. Need OK from Council	Received the equipment on 5/30/12. Installation will be scheduled for week of June 4.	\$ 46,314
6	Website Upgrade	\$ 7,500.00	Upgrade to a Content Management System that will allow us to add and update web pages more easily, add video and audio to the web, and provide more user tools	Sherrie	Vendor selected.	\$ 7,195	Installation scheduled for week of June 11.	Estimated: 6/15/12	\$ 7,195
7	Museum Display Tables		HOLD FOR NEW MUSEUM MANAGER'S SUGGESTION. PC suggests using Proffer funding from Alexandra's Keep for the tables.		On Hold				



8	Renovate Town Hall Upstairs bathrooms	\$ 8,000.00	Jen	Received three bids. Contractor selected	\$ 8,800	Men's room Complete. Need Council approval for additional \$800 for upgraded toilets in women's room. Work on women's room to start 5/31/12	6/9/2012	\$ 8,800
9	Water and Sewer Connections to Police Building and Food Pantry Building	\$ 15,000.00	Pam Stutz	Obtaining bids from contractors	\$ 15,000			
10	Town Decorations and American Flags	\$ 20,000.00	ARB	5/23. Banners on order	\$ 12,000	American Flags paid for and delivered: \$863. Banners ordered: \$11,091.	6/15/2012	\$ 11,954
	<b>Total:</b>	<b>\$ 121,000.00</b>			<b>\$ 108,627</b>			<b>\$ 93,581</b>



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** CONTRACT FOR RECYCLING AND TRASH REMOVAL  
**DATE:** 06/04/2012  
**CC:** STAFF

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**The current contract with American Disposal will expire on June 30, 2012. Bids for the work have been obtained and the staff is recommending a new hauler for the service.**

BACKGROUND

The bidders on the service were the current hauler, American Disposal, AAA Recycling and Trash Removal Service and Patriot Disposal all of which are highly rated with excellent references. Copies of the bids from each of the services are attached as well as a comparison chart.

American Disposal has had the Town contract for the past eight years. The service has been excellent with very few complaints from residents. However, American's bid for the renewal of the service is substantially higher than that of one of the competitors, AAA. The per/unit cost of the American bid is \$5,716.00 higher annually than AAA. In addition, American's proposal includes price escalators for the cost of diesel fuel and American's fees for the replacement of lost or damaged totes are substantially higher than AAA.

AAA has a proven process for taking over services from other vendors and will work with the Town to make the change as easy as possible.

RECOMMENDATION

It is recommended that the Town Council approve the bid of AAA for recycling and trash collection services and that the details of the contract be negotiated by the Town Manager and Town Attorney.

The form of the motion would be:

1. I move that the Town Council approve the selection of AAA Recycling and Trash Removal Services for the provision of residential recycling and trash removal for the town and

authorize the Town Manager and Town Attorney to negotiate a contract with AAA within the provisions of their proposal.  
OR

2. I move an alternate motion.

2012 Trash Proposals

	<u>Unit Price</u>	<u>Monthly</u>	<u>Yearly</u>	<u>Fuel Surcharge?</u>	<u>Specialties</u>	<u>Fees for replacements</u>
American Disposal 330 SFD	\$14.29	\$6,544.82	\$78,537.84	Yes 1% increase at \$4.50/gallon and an additional 1% at \$4.80/gallon and \$5.10/gallon	Joined a recycling alliance that has favorably impacted their costs	\$75
128 Townhouses 458 Total Units					As a result, lower costs and list of materials to recycle are expanded Includes service to Town Hall and Police Dept	
AAA	\$13.25	\$6,068.50	\$72,822.00	No	Rate guaranteed for the first 12 months excluding Disposal Increase. No hidden fees. "Customer first" Customer Service Center with website access for residents usage to have quick access for quick resolution on issues. Free service to Town Hall and Police Dept	If owner moves and takes toter with them, zero cost to new owner. If toter abused and needs replaced, \$25.
330 SFD 128 Townhouses 458 Total Units						
Patriot Disposal 330 SFD 128 Townhouses 458 Total Units	\$16.20	\$7,419.60	\$89,035.20	Yes/No	Does not impose a fuel charge unless cost of gas goes over \$5.50/gallon They have never had to impose this fee. Collect and recycle small electronics, scrap metal, car batteries and used motor oil for no additional cost. Up to 2 special items per resident per pickup will be collected at no add'l charge. Min fees for larger items (TV's etc)	\$75 for each 96 gallon toter totter



## Recycling and Trash Removal Services

May 12, 2012

Sherrie Wilson  
Deputy Clerk  
The Town of Haymarket  
Haymarket, VA 20168

Re: Proposal for Recycling and Trash Removal Services for  
The Town of Haymarket  
Haymarket, VA

Dear Ms. Wilson

Thank you so much for including AAA Recycling and Trash Removal Services in your bid process. I am pleased to submit a proposal full of "value-added" services for the removal of trash and recyclables for the Town of Haymarket

**Highlights of our Proposal:**

- \$13.25 per Single Family Home and Town Home per month for Trash, Recycling, Bulk Services, and Yard Waste Removal.
- Free Service for the Town Hall and Police Department
- Standard 3-year Service Agreement effective TBD.
- Rate Guaranteed for the first 12 months excluding Disposal Increase.
- NO HIDDEN FEES

Thank you for considering AAA Recycling and Trash Removal Services. We will make sure that your Town will look its best with safety at the forefront. We look forward to doing business and building a long-term relationship with you. We thank you for your interest in AAA and look forward to providing service for your community. Please don't hesitate to contact me with questions at 703-227-5241

Sincerely,

*John Vick 703/803-1324*

Philip Peet  
Account Manager

Direct 703-227-5241, [ppeet@republicservices.com](mailto:ppeet@republicservices.com); Fax 703-815-8312

***\*\*Proposed rates are guaranteed for 90 days..... CONFIDENTIAL INFORMATION,  
Please do not share PROPOSAL with competitors***

Small HOA - 4 hrs  
✓ to Suck Ridg  
5 year w/ 2 year rate guarantee



## Recycling and Trash Removal Services

### Contract Escalators:

- 3-year signed Service Agreement, guaranteed for 12 month plus County Disposal adjustments if applicable
- Year 2 – Documented CPI + County Disposal adjustments if applicable
- Year 3 – Documented CPI + County Disposal adjustments if applicable

for NVA. or what we want to use

### Equipment included:

Wheeled Trash Carts            96 gallon Trash Carts to Single Family Homes  
Wheeled Recycling Carts      64 gallon Recycling Carts to Single Family Homes  
Recycling Bins                    18 gallon Recycling Bins or to whomever wants them

\*\*\*\*AAA will replace damaged equipment from normal wear-and-tear at no additional charge

### Trash Removal Service

- Mon-Thu removal of all trash properly secured in tied plastic bags, standard trash cans, or AAA 96-gallon, wheeled carts placed at the curb by 6 a.m.
- Trash bags or containers shall not exceed 50 lbs. per bag or container.

### Single Stream Recycling Services

- Mon removal of recycling includes all items specified by the County mandates. NEWSPAPERS, MAGAZINES, CARDBOARD, GLASS AND PLASTIC BOTTLES, ALUMINUM, and FERROUS METAL (Tin) FOOD CANS.
- Remove FLATTENED packing boxes and cartons placed at the curb by new residents
- All recyclables must be at the curb by 6 a.m.

### Yard Waste Services – (March 1 – December 24, Yard Waste Season)

- Christmas trees will be collected separately for the first 2 weeks in January, then after with the trash (no additional charge)

### Bulk/Junk/Small Appliance Services -

- Collect furniture and other large, non-metal household items placed on the curb at no extra charge limited to bulk items equivalent to 2 cubic yards.
- Resident should pre-schedule for the second trash day.



## Recycling and Trash Removal Services

### **Additional Information:**

#### Appliance & White Goods Removal

- ❑ Ferrous metal/white good items/large motorized items, such as appliances, must be prescheduled prior to removal with additional billing to the individual homeowner.
- ❑ All appliances containing Freon must be certified FREON-FREE prior to removal.
- ❑ \$65.00 for Box-type appliances such as stoves, washers, dryers, dishwashers
- ❑ \$85.00 for Tall-type appliances such as Freon-Free refrigerators and freezers

#### Holiday Service

- ❑ Provide removal of trash and recyclables on all holidays that fall on a regularly scheduled pickup day, with the exception of THANKSGIVING DAY, CHRISTMAS DAY and NEW YEAR'S DAY or other times that the Disposal Facilities are closed. When a designated pickup day falls on one of these holidays, uncollected trash or recyclables will be removed on the next regularly scheduled pickup day for that debris.

#### HOA Representative -

- ❑ Philip Peet, Account Manager, is personally assigned to handle all Board Members and contract, billing, and escalated issues by contacting 703-227-5241

#### Customer Service Center –

- ❑ Residents have access to our fully staffed Customer Service Center 8am – 5pm at 703-818-8222 and after hours at our website [www.aaatrash.com](http://www.aaatrash.com) for requests and concerns.



## Recycling and Trash Removal Services

### .....This is what sets AAA apart from competitors.....

#### **Safety Program –**

WE PRACTICE SAFETY 24/7 IN YOUR COMMUNITY FOR YOU, YOUR CHILDREN, AND YOUR PROPERTY.

Mandatory Compliance training for all managers, supervisors and sales people.

- Safety and compliance is our very top concern at AAA and all of Republic Services. Our employees receive mandatory driver and employee Safety Training each and every month. The benefit to our customers is that they can feel good knowing that their community is Safe while our crews are servicing their trash and recycling needs. Our motto is that "if we can't do the job safely, we will not do it at all".

#### **\$5 Million Worker's Compensation, Property Damage and Public Liability**

**Insurance Coverage –** In case of an unfortunate incident you can be assured that you have a company that can protect you and your community.

**Employee Background Checks -** includes I-9 Certification Compliant (valid US residents), Drug, Alcohol & Legal Work status.

**“Customer First” Customer Service Center with website access –** for residents usage to have access for quick resolution on issues. Visit [www.aaatrash.com](http://www.aaatrash.com)

**County Relationship –** AAA staffs a liaison to work with Prince William County officials on all issues of our industry and the Community.

**100% County Compliant Recycling Programs –** “If the County accepts it, AAA takes it”. You are assured to be in full compliance with county mandates.





## Recycling and Trash Removal Services

### *Proposal for Recycling and Trash Removal Services*

Material Type	Type	Units	Equipment	Frequency	Service Type	Monthly Cost
Trash	SF	330	96 gal Wheeled- Covered Carts	Mon-Thu	Residential Curbside	<b>\$13.25/unit</b>
Recyclables (Single Stream)	SF	330	64 gal Wheeled- Covered Carts	Mon	Residential Curbside	<b>Included</b>
Yard Waste	SF	330	Prepared by Resident	Mon-Thu	Residential Curbside	<b>Included</b>
Limited Bulk/Small Appliance Removal	SF	330	Prescheduled by Resident	Thu	Residential Curbside	<b>Included</b>
					<b>Total</b>	<b>\$4,372.50/mo</b>
Trash	TH	128	96 gal Wheeled- Covered Carts	Mon-Thu	Residential Curbside	<b>\$13.25/unit</b>
Recyclables (Single Stream)	TH	128	64 gal Wheeled- Covered Carts	Mon	Residential Curbside	<b>Included</b>
Yard Waste	TH	128	Prepared by Resident	Mon-Thu	Residential Curbside	<b>Included</b>
Limited Bulk/Small Appliance Removal	TH	128	Prescheduled by Resident	Thu	Residential Curbside	<b>Included</b>
					<b>Total</b>	<b>\$1,696.00/mo</b>
Trash and Recycling	Police Dept		4 yd FEL and 96 gal Wheeled- Covered Cart	Mon	<b>Total</b>	<b>No Charge</b>
Trash and Recycling	Town Hall		6-96 gal trash and 4-96 gal recycle Wheeled- Covered Carts	Mon	<b>Total</b>	<b>No Charge</b>

**TOTAL \$6,068.50 Monthly**

## Sherrie Wilson

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**From:** Buff Mundale [bmundale@adsimail.com]  
**Sent:** Friday, May 18, 2012 12:21 PM  
**To:** Sherrie Wilson  
**Subject:** FW: RFP Due by Friday  
**Attachments:** singlestreambrochure.pdf

Clarification to our proposal below:

Total monthly cost based on 312 households @ \$14.29/unit/month = \$4458.48/month including Town Hall & Police Station.

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**From:** Buff Mundale  
**Sent:** Friday, May 18, 2012 10:40 AM  
**To:** 'Sherrie Wilson'  
**Cc:** 'Gene Swearingen'  
**Subject:** RE: RFP Due by Friday

American Disposal Services (ADS) offers the following proposal for residential waste/recycling collection services for the Town of Haymarket:

2X/week trash collection

1X/week recycling collection

Each residence to get a 95 gallon wheeled trash container & a recycling bin

ADS will continue to service the Town facilities (Town Hall, Police Station, etc)

Contract term - 3 years

Unit Price = \$14.29/unit/month

Cost adjustment factors:

Annual COLA per the BLS CPI-U for the Washington DC metro Area (not to exceed 3%)  
If PWC raises disposal costs at the landfill - \$0.11/unit/month for each \$1/ton increase  
If diesel fuel per the US-EIA (central region) exceeds \$4.50/gallon (currently \$3.76) a 1% increase at \$4.50/gallon and an additional 1% at \$4.80/gallon and \$5.10/gallon

Additional cost savings could be realized by going to 1X/week trash collection.

ADS has very recently joined a recycling alliance that has favorably impacted our costs, which is why we are able to offer a more competitive price to the Town of Haymarket. Eventually, this may also expand the list of materials that can be recycled.

Buff Mundale  
American Disposal Services

703-330-5238

[bmundale@adsimail.com](mailto:bmundale@adsimail.com)

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**From:** Sherrie Wilson [<mailto:swilson@townofhaymarket.org>]

**Sent:** Monday, May 14, 2012 6:19 PM

**To:** Peet, Philip; Buff Mundale

**Subject:** RFP Due by Friday

**Reminder I need your Trash proposal to me by COB this Friday, the 18<sup>th</sup>.**

**Thank you.**

Sherrie Wilson

Deputy Clerk



P.O. Box 1230

Haymarket, VA 20168

703-753-2600

Fax: 703-753-2800

Please visit our website at [www.townofhaymarket.org](http://www.townofhaymarket.org)

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## SERVICE AGREEMENT

Made this 29th day of March, 2012, between The Town of Haymarket, hereinafter known as Customer, and Patriot Disposal, Inc., hereinafter known as Provider.

### WITNESSETH

In consideration of the terms, conditions and covenants hereinafter set forth, the parties hereto mutually agree as follows:

### SECTION I

128  
Customer hereby contracts with Provider in accordance with the terms and conditions stated herein for waste management services to commence on the 1st day of June, 2012, and to terminate on the 31st day of May, 2015. Provider will perform waste management services for the 117 town homes, 319 single family homes, and 8 municipal facilities of Haymarket for the duration of this contract, as the terms and conditions herein state.

330

### SECTION II

Provider ensures the removal of all trash and recycling from all residential units and municipal facilities in accordance with the attached Statement of Service Contract Addendum (Schedule A) and the following terms and conditions:

- a. Provider will pick up refuse at the curb 2X per week, and recycling at the curb 1X per week.
- b. All pickups will occur between 6:00 a.m. and 6:00 p.m., or as soon thereafter as possible.
- c. Service days will be Monday and Thursday.
- d. Provider will supply one 96-gallon wheeled trash container (Toter) and a 64-gallon wheeled recycling container (Toter) to each single family residence to use for the collection of refuse and recyclables. Provider will supply one 64-gallon wheeled trash container (Toter) and a recycling bin to each town home residence to use for the collection of refuse and recyclables. Provider will supply two 96-gallon wheeled trash containers (Toters) to each municipal facility to use for the collection of refuse and recyclables. There is a \$75.00 replacement charge for each 96-gallon Toter and a \$50.00 replacement charge for each 64-gallon recycling Toter that is lost, stolen, or damaged by any means other than normal wear and tear. Additional Toters are available for a one-time charge of \$25.00 each. Recycling bins are available for a one-time charge of \$10.00 each. Container fees must be prepaid by the homeowner prior to delivery
- e. Household trash will be collected on Monday and Thursday each week. Residents shall place all trash in a trash container, a standard covered trash can or heavy-duty plastic trash bags, securely tied.
- f. Provider will place all refuse in "packer" type vehicles at the time of collection, on the premises.
- g. Provider will remove packing boxes of new residents, from the curb, along with ordinary household refuse.

- h. Recycling will be collected on Monday each week. Recyclable materials include newspaper, mixed paper, flattened cardboard no larger than 4'x4', glass, aluminum and metal food and beverage containers, and plastic bottles, jugs and containers. The recycling method is single-stream and recyclable materials may be co-mingled.
- i. Special items will be collected at the curb each week. Special items include appliances, small furniture, mattresses, and other large items. Special items that will be collected and recycled include scrap metal (grills, bicycles, swings, chairs), small electronics (computers, monitors, small TVs, small printers, VCRs, DVD/CD players, etc.), motor oil, and car batteries. Advance notice is required for the collection of all special items, with the exception of small furniture and mattresses, which may be placed at the curb with the regular trash.
- j. Up to two special items per residence per pickup will be collected at no additional charge. Additional items, or items that are extremely large or heavy, will be collected for a minimum fee of \$25.00. TVs or monitors larger than 19" will be picked up for a minimum fee of \$25.00; tires will be picked up for a minimum fee of \$20.00 each. Carpeting will be priced for pickup on a case-by-case basis, depending on the quantity. Special items scheduled for pickup that are not out on the scheduled pickup day will be re-scheduled for pickup at the request of the homeowner for a \$25.00 fee. All fees for special pickups must be prepaid by the homeowner prior to removal.
- k. No services will be provided on New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day falls on one of these days, collection services will resume on the next regularly-scheduled service day. No adjustment will be made to the account.
- l. Provider will make every effort to provide services when the weather is inclement. Services will be suspended upon notification that a snow, ice, or other weather-related emergency exists. In the event of such an emergency, collection services will resume on the next regularly-scheduled service day, road conditions permitting. No adjustment will be made to the account.
- m. Provider will not provide services for any homes located on roads that are deemed impassable due to construction, construction vehicles, parked cars, or other obstructions or conditions. Uncollected items will be removed on the next regularly-scheduled collection day, road conditions permitting. No adjustment will be made to the account.

### SECTION III

- a. Compensation due to Provider for the performance of services under this Agreement will be a fee, calculated and payable as follows: \$ 16.20 per unit per month, for a total contract price of \$ 7,192.80 per month or \$ 86,313.60 per year.

- b. Provider reserves the right to pass through any cost increase, and Customer agrees to increase the monthly unit price, to cover any cost increase due to a Government imposition of new solid waste or recycling mandates, changes to existing mandates, increases in disposal rates, changes in the location of the landfill, or increases in fuel costs. Rate increases for rising fuel costs will not occur unless the cost of fuel exceeds **\$5.50 per gallon**.
- c. The contract shall be subject to an annual price increase reflecting the percentage change in the Washington, D.C. average Consumer Price Index published by the U.S. Department of Labor, Bureau of Statistics.
- d. Customer will be notified 30 days prior to the effective date of any price increase. Price increases will become effective as of the date stated in the notification. Invoices will be adjusted for the increase even if prepayment has been made at the previous rate.

#### **SECTION IV**

The refuse removal and related services described herein will be completed in a professional manner in accordance with standard industry practices. Provider will exercise reasonable care to avoid damage to the street and/or curbing of the property. Provider will not be held responsible or accountable for liquid spills (paint, yard waste condensation ("grass juice"), etc.) or for cracks or sinkage in the pavement from standard industrial refuse removal vehicles.

Provider will purchase and maintain insurance of the types and amounts required by the Commonwealth of Virginia, and will submit a Certificate of Insurance to Customer prior to the commencement of work.

#### **SECTION V**

Services, as described herein, will begin on the 1st day of June, 2012, and, unless terminated as herein set forth, will continue for a term of three (3) years. This Agreement may be terminated by either party, with cause, provided written notice is given by the terminating party at least sixty (60) days prior to date of termination. If no such notice is received, this Agreement will automatically renew for a consecutive 3-year term.

In the event of performance deficiencies by Provider, Customer shall provide written notice of the deficiencies and allow Provider a fifteen (15) day period in which to rectify such deficiencies.

Provider will invoice Customer on the 15th day preceding each month for the following month's service. Invoices will be subject to interest at one and one-half percent (1.5%) per month if not paid within 30 days. Interest calculations will be made from the first day of the month for which the charge was incurred. In the event of delinquency in payment by the Customer, Provider reserves the right to refer collection of the account to an agency or attorney. The Customer shall then also assume responsibility for all fees incurred in the collection of the account.

**SECTION VI**

With the exception of invoicing, all communication between the parties shall be in writing and will be considered duly served if hand-delivered to an office of the addressee, or, if mailed, with postage prepaid and by Certified Mail, Return Receipt Requested, as follows:

If to Customer, then to: Town of Haymarket  
Gene Swearingen  
15000 Washington Street  
Haymarket VA 20169

If to Provider, then to: Patriot Disposal, Inc.  
P.O. Box 3219  
Manassas, VA 20108

Or to any address as either party may designate in writing to the other.

**SECTION VII**

The Agreement will inure, to the benefit of, and constitute a binding obligation upon, the contracting parties, their respective successors and assigns, and will be construed in accordance with the laws of the Commonwealth of Virginia.

**BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU ARE AN AUTHORIZED REPRESENTATIVE OF CUSTOMER OR PROVIDER; HAVE READ, FULLY UNDERSTAND, AND CONCUR WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT.**

**Patriot Disposal, Inc. (Provider):**

**Customer:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

## **SCHEDULE A - STATEMENT OF SERVICE CONTRACT ADDENDUM**

**SERVICE DAYS:** Trash will be collected each week on Monday and Thursday. Recyclables will be collected weekly on Monday.

Services will be provided on each of the designated service days unless otherwise noted (see Holidays, Inclement Weather, and Road Conditions). Collection times, however, may vary. Please have all items staged at the curb no later than 6:00 a.m. on each service day. Uncollected trash and recycling should be reported to our Customer Service Department, and will be picked up within a 24-hour period of the report.

**COMPANY POLICY:** All trash must be placed in a Patriot Disposal Toter, standard covered trash can or in heavy-duty plastic trash bags, secured tightly, and placed at the curb in front of your home. The following items should **NOT** be placed in Toters at any time, but should be separated out for collection: rocks, concrete, dirt, soil, sod, tree stumps, brick, landscaping timbers, construction debris, "trash-outs" and containers or bundles weighing more than 50 lbs. or longer than 4 feet. Collection of these items may be provided for an additional charge. Call the office for a quote.

**COUNTY REGULATIONS:** The following items will NOT be collected: liquids of any kind, asbestos, ammunition, fuel tanks, hazardous waste, infectious or medical waste, petroleum contaminated soil, radioactive waste, dead animals, manure, dangerous acids, caustics, explosives, or other dangerous material or items too large or too heavy to be loaded safely into the collection vehicles.

**RECYCLING:** Recyclable materials will be collected at the curb on Monday each week. Recyclable materials that will be collected include newspaper, mixed paper, flattened cardboard no larger than 4' x 4', glass, aluminum and metal food and beverage containers, and plastic bottles, jugs and containers. Recyclable materials may be co-mingled.

**SPECIAL ITEMS:** Special items will be collected at the curb each week. Special items include appliances, small furniture, mattresses, and other large items. Special items that will be collected and recycled include scrap metal (grills, bicycles, swings, chairs), small electronics (computers, monitors, small TVs, small printers, VCRs, DVD/CD players, etc.), motor oil, and car batteries. Advance notice is required for the collection of all special items, with the exception of small furniture and mattresses, which may be placed at the curb with the regular trash.

Up to two special items per residence per pickup will be collected at no additional charge. Additional items, or items that are extremely large or heavy, will be collected for a minimum fee of \$25.00. TVs or monitors larger than 19" will be picked up for a minimum fee of \$25.00; tires will be picked up for a minimum fee of \$20.00 each. Carpeting will be priced for pickup on a case-by-case basis, depending on the quantity. Special items scheduled for pickup that are not out on the scheduled pickup day will be re-scheduled for pickup at the request of the home owner for a \$25.00 fee. All fees for special pickups must be prepaid by the homeowner prior to removal.

**HOLIDAYS:** Patriot Disposal will provide service on all holidays that fall on regularly-scheduled collection days **except for** Thanksgiving Day, Christmas Day and New Year's Day. When a designated collection day falls on one of these holidays, service will resume on the next regularly-scheduled collection day.

**INCLEMENT WEATHER:** In the event that inclement weather prevents Patriot Disposal from providing service on a regularly-scheduled collection day, service will resume on the next regularly-scheduled collection day, road conditions permitting.



**ROAD CONDITIONS:** Patriot Disposal will not provide services for any homes located on roads that are deemed impassable due to construction, construction vehicles, parked cars, or other obstructions or conditions. Uncollected items will be removed on the next regularly-scheduled collection day, road conditions permitting.

**LIMITS OF RESPONSIBILITY:** Patriot Disposal will not be responsible for trash can lids, plastic trash cans, or any items, large or small, left near the trash cans, or to collect trash from a container that is packed too tightly. Containers weighing more than 50 pounds will not be emptied.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** TOWN ATTORNEY SEARCH  
**DATE:** 06/04/2012  
**CC:** STAFF

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**The Town received 9 responses to the request for qualifications for a Town Attorney. Copies of those responses are available for review under separate cover and will also be provided at the Council meeting**



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** TOWN MANAGER'S REPORT  
**DATE:** 06/04/12  
**CC:** STAFF

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**The following Items are for the Council's information.**

**Water Damage in Town Hall**

During the heavy rains on May 21, the town hall building was flooded. The clean-up process was started quickly and the damage was minimal.

The rain broke through the berm at the rear of the building and came through the foundation walls into both the town hall area and The Very Thing. ServiClean, Inc. which specializes in removing water from buildings was at Town Hall by 10:30 AM and had most of the water removed and the drying process started by 3:00 PM.

ServiClean removed the baseboards to air out the wall board and avoid mold and keeping the damage to the walls below the level of the baseboards. The floors, carpets and walls were dry within three days.

We have received an invoice for ServiClean (\$8,700.00) and a request for payment of damages from the owner of The Very Thing (\$7,800.00). We have also obtained a quote for the replacement of the baseboards in both the Town Hall area and The Very Thing (\$2,400.00).

We are negotiating with ServiClean and have requested that our insurance carrier negotiate with the insurance carrier for The Very Thing. A full accounting of the final cost of the water damage will be provided to the Council as soon as possible.

## **I-66 Projects**

VDOT and the Town are scheduling a meeting with the property owners in the vicinity of the Route 15/Route 55 intersection to discuss design options for that intersection. The meeting will be held on Thursday, June 7 at 10:00 AM at the Haymarket Town Hall.

The RFP for the I-66 Widening project is scheduled to go out within the next week. I will include the placement of light poles on the replacement Old Carolina Road bridge.

VDOT has begun the design phase of the pedestrian light project at the intersection of Washington and Jefferson Streets.

Holly Montague will provide additional details regarding these items.

## **Streetscape Update**

It is requested that the Town Council go into closed session to discuss the negotiations with one of the property owners within the Streetscape project boundaries.

## **Tenant Update**

It is requested that the Town Council go into closed session to discuss a change in the lease of one of the tenants in the Town Hall building.