



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, September 2, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Moment of Silence

3. Pledge of Allegiance

4. Citizen's Time

5. Consent Agenda

- A. Town Credit Card Policy
- B. Zoning Administrator - Zoning Text Amendment
- C. Management of Leases - Brian Henshaw
- D. Attorney Contact Policy - Brian Henshaw
- E. Council Pay Structure Policy - Finance Committee
- F. Minutes Acceptance
 - 1. Committee - Public Facilities - Committee - Aug 4, 2014 6:00 PM
 - 2. Mayor and Council - Regular Meeting - Aug 4, 2014 7:00 PM
 - 3. Committee - Personnel - Committee - Aug 6, 2014 7:30 AM
 - 4. Committee - Finance - Committee - Aug 20, 2014 9:30 AM

6. Agenda Items

- A. Colt Bradley - Eagle Scout Project
- B. Architectural Review Board Member - Pam Swinford
- C. Budget Amendment - Jennifer Preli
- D. Invocation Guidelines - Brian Henshaw

7. Department Reports

- A. Planner's Report - Marchant Schneider
- B. Treasurer's Report - Sherrie Wilson
- C. Engineer's Report - Holly Montague
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Police Report - Greg Smith
- F. Town Manager's Report - Brian Henshaw

8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

9. Councilmember Time

- A. Chris Morris
Councilman Morris
- B. Pam Swinford
- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello
Councilman Pasanello
- F. Steve Aitken
- G. David Leake
Mayor Leake

10. Adjournment



TO: Town of Haymarket Town Council
 SUBJECT: Town Credit Card Policy
 DATE: 09/02/14

SUBJECT: Draft Resolution for Council to increase current credit card limit.

ISSUE: A resolution to increase the Town's current credit limit and have two additional cards added to the existing account.

BACKGROUND:

- In June of 2013 the Town Council adopted Resolution 20130603-1 which authorized the Town Manager to procure one credit card from Fauquier Bank with a limit of \$2,500 and to remain in the possession of the Town Manager.
- The Town Manager was to approve any purchases made on the card and was allowed to authorize others to utilize the card, but done so on an as needed basis.
- There were many reasons why these parameters were placed upon the card. One of the goals was to eliminate expenses being made on the card that were deemed frivolous or unneeded due to the ability to be invoiced or the like.
- Another reason was to better identify spending patterns and the lack of receipt accountability after purchases.
- However, this policy has proven to be somewhat problematic given the nature of purchases in today's economy and the lack of companies providing direct invoices any longer.
- The lower limit also created limitations due to the low amount and there have been instances when timely needed purchases could not be made due to previous legitimate expenses made earlier in the month.

DISCUSSION:

- The Town Manager recently reached out to Fauquier Bank to determine the options that the Town might have with regard to creating a corporate card like set up.
- The Bank has informed me of many options; however they cannot proceed with my request until they receive final approval or direction from the Council.
- Staff's recommendation was to raise the current limit on the Fauquier Bank Visa Card from \$2,500 to \$5,000 dollars and obtain two additional cards associated with the card.
- Furthermore, this allows for flexibility in expenditures while providing other options if the single card that is currently being utilized is unavailable due to another staff member using the card, there would still be additional cards available to use. This would also apply in times of staff, elected officials, or appointed away at training or conferences, the administrative office would still maintain an ability to purchase.
- All credit card purchases would need to be accompanied by a receipt.
- The Town Manager is in the process of planning and creating a purchase order process for all departments and purchases over a certain amount. Even is the purchase was to be made using the Town Credit Card, these expenses would still need a purchase order.

TOWN MANAGER'S COMMENTS: (August 18, 2014)

- I would also create a policy and procedure for checking out a Town Credit Card with the Interim Treasurer.

POTENTIAL QUESTIONS:

- What would the credit limit be?
- Who would be issued charge cards?
- Are these standard practices of other jurisdictions?

BUDGET IMPACT:

- There would be no budget impact as all purchases would need to fit within the approved budget as it stands.

RECOMMENDATION:

Staff would recommend the adoption of the draft resolution.

MOTION:**Motion of Approval:**

I move to adopt Resolution 20140902-1 to authorize the Fauquier Bank to raise the current cards limit to \$5,000 and issue two additional cards to the account.

Motion of Denial:

I move to deny Resolution 20140902-1 because....

ATTACHMENTS:

- (2) Credit Card Resolution September 2, 2014 (PDF)

RESOLUTION 20140902-1

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO REQUEST FAUQUIER BANK CHANGE THE TOWN'S MUNICIPAL CHARGE CARD

WHEREAS, the Town Council firmly believes in the practices of being fiscally responsible with the residents of Haymarket's resources, including all public funds; and

WHEREAS, the Town sees a need for the occasional use of immediate payment methods where normal procurement procedures are not an option.

NOW, THEREFORE, BE IT RESOLVED this Second day of September, 2014, that the Haymarket Town Council does hereby request of the Fauquier Bank to extend the Town's current credit card limit to \$5,000 and issue two additional cards to that account:

- 1. The Credit Cards shall be imprinted as similar to the sample below as possible:
Town of Haymarket:

Be it further resolved the following protocols are to be implemented:

- 1. The acting Treasurer shall have possession of the Town Card and may allow Town employees to utilize the cards on as needed basis based upon the internal policy to be implemented by the Town Manager.
- 2. Any Town employee making a purchase with the credit card must provide a receipt so that all purchases can be reconciled each month with each Credit Card's Statement.

ORDER OF THE COUNCIL

ATTEST:

David Leake, Mayor
On Behalf of the Town Council of Haymarket, Virginia

Jennifer Preli, Town Clerk

MOTIONED BY: _____

SECONDED BY: _____

Voting Aye:

Voting Nay:

Abstain:

Absent:

Attachment: (2) Credit Card Resolution September 2, 2014 (2020 : Town Credit Card Policy)



TO: Town of Haymarket Town Council
 SUBJECT: Zoning Administrator - Zoning Text Amendment
 DATE: 09/02/14

SUBJECT: Zoning Text Amendment revising the definition of "Zoning Administrator."

ISSUE: Council's resolution to better define the Town's Zoning Administrator and how this position is appointed.

BACKGROUND:

- In April 2013 the Town Council hired a part time planner and zoning administrator to address the planning and zoning code enforcement.
- However, even though this action was taken by Council, the definition remained unchanged in the Zoning Ordinance that acknowledged the Town Council as the Zoning Administrator and that essentially the position created only allowed for certain authorities with regard to administrative approval, interpretations and action.
- In an effort to expedite many of our processes with regard to zoning permits, written interpretations and determinations and this draft resolution and zoning text amendment allows the Town Manager appoint the Zoning Administrator.

DISCUSSION:

- This is common practice amongst most jurisdictions to place the administrative approvals such as Zoning Permits, interpretations and determinations under the authority of the Zoning Administrator.
- The goal behind the ZTA would allow the Town to expedite many of our processes so as not to have to bring as many approvals through both the Planning Commission and the Town Council for action which would eliminate almost three months of delay.
- Furthermore, the appointed Administrator would also report on all action approved or denied through the course of acting in the best interests of the Town.

TOWN MANAGER'S COMMENTS: (August 19, 2014)

- As we are working to turn more of the day to day operations and procedures over to the administration, this is another area where one direct contact source better serves the Town's needs and function.
- The drafted resolution is designed to create a primary contact between the applicant and the Town's appointed Zoning Administrator.

POTENTIAL QUESTIONS:

- What would the appointed Zoning Administrator be responsible for?
- How would appointed or elected boards know about the approvals or denials of the appointed Zoning Administrator?

BUDGET IMPACT:

- There would be a slightly positive budget impact as this would eliminate some additional meetings as they pertain to planning commission and town council reviews and approvals.

RECOMMENDATION:

It is recommended that the Town Council adopt the draft resolution and zoning text amendment.

MOTION:**Motion of Approval:**

I move to direct the Clerk to advertise a joint public hearing with the Planning Commission for Monday, October 6, 2014 to consider amending the Haymarket Zoning Ordinance as presented and attached.

ATTACHMENTS:

- (2) Working Draft-definition of zoning administrator (2) (PDF)

ZONING TEXT AMENDMENT REVISING THE DEFINITION OF "ZONING ADMINISTRATOR"

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WHEREAS, Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide in the zoning ordinance for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance, and

WHEREAS, the Town's current zoning ordinance designates the Town Council as the Town zoning administrator, and

WHEREAS, having the Town Council serve as zoning administrator has proven to be, at times, cumbersome for both the Town and its property owners,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of ___, 2014, in _____ session, that the definition of "zoning administrator" (and no other portions of Town Code Section 58-1) is modified as follows:

Sec. 58-1. Definitions.

~~Administrator, the, means the town council, which is charged with the enforcement person~~ appointed by the Town Manager to administer and enforce of this chapter. The Town Manager may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

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THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of ___, 2014.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

- Motion to approve:
- Second:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstaining:



TO: Town of Haymarket Town Council
 SUBJECT: Management of Leases
 DATE: 09/02/14

SUBJECT: Draft Management of Leases Policy

ISSUE: Creation of a policy that allows the Council to authorize the Town Manager to manage and authorize leases to the Town Property on behalf of the Town Council.

BACKGROUND:

- Currently all leases or changes of current leases must be approved through Council official action.
- Recently, tenants within one of the Town's properties requested a larger space that was available and wanted to revise their current lease to meet the terms for the new location within the same complex.
- Per current Council policy, this approval of the drafted change of lease would need to be obtained through action of the Town Council during a regular meeting.
- Furthermore, the Town Manager currently serves the Council to negotiate lease agreements, but in order to initiate a new lease; the Council has to approve the lease prior to finalizing the lease agreement.
- Currently, we have had the lease agreement for XTS to take over the available space vacated by QBE upstairs on September 1st, but I cannot execute the lease unless I have Council approval and then the Town Mayor would need to execute the lease.

DISCUSSION:

- The accompanying proposed policy allows the Council to authorize the Town Manager of the Town to enact new leases and work with existing tenants on any changes desired that do not ultimately violate the intent of the original lease.
- All actions and transactions would be reported to the Town Council.
- Furthermore, all new leases would be discussed and reviewed at the Public Facilities committee level and if it was determined that the lease produces some unique circumstances that the remainder of the Council should review, the terms of the lease would be forwarded to the Council as a whole to review.
- However, if the lease or the terms were determined to be fairly minor, the public facilities committee would most likely follow the direction recommended by the Town Manager.
- The proposed policy allows the Manager to move the lease negotiation or change process more quickly to better serve the tenant.

TOWN MANAGER'S COMMENTS: (August 19, 2014)

- Ideally the Town would be better off transitioning away from participating rental business.
- However needing some of these facilities for future uses, this is one method of making use of the excess facilities until such time that they are needed for municipal use.
- The draft policy allows the Town Manager to act as the Town's primary business manager and would allow the person in this position to better manage the Town's properties and make nominal changes that will not ill affect the position of the Town.
- This makes the management of the day to day operations smoother from the standpoint of tenant/ landlord relations.
- Finally, it would be upon the appointed manager to work with the public facilities committee with

regard to any newly established leases, while providing the ability to approve previously negotiated leases that benefit the Town.

POTENTIAL QUESTIONS:

- Would all leases go to the Public Facilities Committee?
- Could the Town Manager authorize distinctive changes to an established lease agreement?
- Does this expedite our current practices?

BUDGET IMPACT:

- There is no impact on the budget through the adoption of this policy.

RECOMMENDATION:

I would recommend that we adopt the management of leases policy.

MOTION:**Motion of Approval:**

I move to adopt the Management of Leases Policy as written.

Motion of Denial:

I move to deny the Management of Leases Policy...

ATTACHMENTS:

- (2) Management of Leases Policy (August 25, 2014) (PDF)



DRAFT POLICY (August 25, 2014)

Management of Leases Policy:

The Town Council firmly believes that the position of Town Manager was created to handle the day to day business needs and transactions of the Town. Therefore this policy is designed to authorize the Town Manager to primarily work with tenants with existing lease agreements and to negotiate new leases with prospective tenants. The following points express the power and authority of the Town Manager with regard to the management of leases for the Town of Haymarket.

- Authority to sign lease agreements as drafted by the Town's Legal Counsel between private third party tenants and the Town on behalf of the Town Council after the Town Attorney's legal review and attested by the Town Clerk;
- Authority to negotiate new lease agreements in conjunction the Town's legal council with prospective tenants and present the terms to the appointed Public Facilities Committee;
- Provided there are no unique circumstances that the appointed committee feel differentiate from the Town's standard lease, the Town Manager has the authority to enact the lease agreement provided all other items that are outlined in policy are met;
- If circumstances exist that create an unique agreement between the tenant and the Town, the Manager or the appointed committee may forward the review of the lease terms to the Town Council as a whole at its next regular scheduled meeting;
- Authority to work with existing tenants with regard to minor changes to the terms of the lease provided the Town's legal counsel is consulted and a report of the changes is provided to the appointed Public Facilities Committee and forwarded to the Town Council if determined necessary by the committee;
- Authority to transfer a lease with an existing tenant to another Town owned property if available, provided consultation with Town's legal counsel is obtained to make the proper changes to the legal language of the original lease agreement;
- Authority to inquire with a professional realtor's service to better identify a "fair market rate" for an available property;
- Requirement of all lease agreements to be reviewed by legal counsell and signed and attested by Town Clerk;
- Authority to advertise vacant properties as need arises. Advertisement would not be necessary if there is identified need for future use or the Town Council desires a different use of the property to better serve the Town's needs.

These policies were discussed and approved by the Town Council and therefore can be altered or changed to better meet the needs and desires of the Council as they better identify the direction and use of Town owned property at that time.



TO: Town of Haymarket Town Council
 SUBJECT: Attorney Contact Policy
 DATE: 09/02/14

SUBJECT: Draft Policy Attorney Contact Policies

ISSUE: The following is a draft policy for Town Council, appointed officials and staff to follow with regard to contacting the Town Attorney or legal representatives.

BACKGROUND:

- Currently there are no parameters or guidelines for contacting the Town Attorney or legal representation of the Town. Therefore, our Town Attorney or representatives are being reached from various members of the Town's elected body, appointed officials and staff and creating a level of confusion about direction for the Town's legal representation.
- The Town's law firm has brought this concern to the Town and I have been working on creating a potential policy or getting sample internal policies from the law office from other jurisdictions.
- In our research we have found that other jurisdictions truly do not have written policies that Martin can find, but there are some general understood parameters.
- A lot of this has been created because of various reasons. First this is the first time the Town has hired a law firm, opposed to an individual attorney. Secondly, in the not too distant past, the Council has had been more involved with the everyday and contractual issues for the Town.
- This draft policy was created as a starting point to establish some parameters for Attorney Contact.

DISCUSSION:

- Council members, appointed officials and even staff should be able to contact the Town Attorney when a legal opinion is needed.
- The goal of the policy is not to eliminate contact, but attempt to establish better routes of communication and levels of determination as to when direct contact is needed verses it can wait and be directed through the proper person to be in contact with the Town's legal representation.
- The drafted policy identifies an approach for citizens, appointed officials, staff (both administrative staff and the police department), and Town Council.
- The policy would be self-enforced by members of Council, appointed officials, and staff. However, information provided by the Town's law firm as to its success.

TOWN MANAGER'S COMMENTS: (July 24, 2014)

- With regard to the importance of this policy, it is my opinion that this is a needed policy or version thereof.
- It is very difficult to try and answer to multiple viewpoints when tasked to answer to one body as a whole.
- Furthermore, this places the attorney or legal representative into the position of determining if the inquiry is based upon a general concern of the entire Council, appointed officials or staff.
- With that being said, there are questions or concerns that arise that an individual representative of the Town, be it elected, appointed or staff may indeed have a need to correspond directly with the Town Attorney or legal representative, and these opportunities should be allowed, through a proper procedure.

POTENTIAL QUESTIONS:

- Do we need to do this?
- What do other jurisdictions do?
- How does this policy affect communication with the Town Attorney?
- Can the attorney contact individuals associated with the Town?
- Is this policy enforceable?

BUDGET IMPACT:

This policy should have a positive effect on the adopted 2015 fiscal budget.

RECOMMENDATION:

I would recommend that we adopt this policy or some variation thereof as an effort to curtail our legal expenses associated with the high volume of attorney contact.

MOTION:**Motion of Approval:**

I move to adopt the draft of the Attorney Contact Policy as a method of monitoring and curtailing the amount of direct individual contact with the Town's Attorney or legal representation as a means of acting more on behalf of the Town's Committees as one body and organization.

Motion of Denial:

I move to deny the draft of the Attorney Contact Policy because...

ATTACHMENTS:

- (2) Attorney Contact Policy (Draft - July 29,2014) (PDF)



DRAFT –Attorney/ Staff Contact Policies:

The Town Council appoints a Town Attorney to advise and represent it as the elected leaders of the municipal corporation. The Town Attorney acts in the Town’s interest but takes direction from the Town Council as a whole, not from any individual member of the Council or other citizen of the Town.

In general council members are all allowed to contact the Town Attorney in cases of emergency situations where a legal opinion is needed in an expedited manner. However, the following guidelines are being applied in order to curtail the direct contact and the discontinuity that is created when the Town Attorney or representative of the Town’s law firm is contacted by multiple members of Town Council, appointed officials, or staff. There are some issues where members of the Council and/or Staff need direct contact for a legal opinion; however the policies identified will also provide a procedure and path to obtain the answer or legal opinion being requested.

Appointed Officials:

- Appointed officials of the Town should contact the Town Attorney or law firm through the use of staff that serves their particular board for the Town.
- Should the Town Attorney or law firm need further clarification on the subject of interest, the Town Attorney will reach out to the appointed local official directly.
- In general, the Town Council does not believe that appointed officials of the Town should have direct communication with the Town Attorney or legal staff, unless the Town Attorney determines otherwise.

Staff Members:

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager.
- The Town Manager is to have an established time to meet or discuss Town business or concerns with the Town Attorney or staff at minimum of once a month, as needed.
- The Town Manager can authorize staff to directly work or contact the Town Attorney or legal staff as it relates to their position and the various ways they serve the Town on a day to day basis. However, the Town Manager also strongly suggests that in these circumstances that all correspondence with the Town’s legal representatives be limited to strategically planned communications on as needed basis.

Police Department:

- In general, all communication shall coordinate with the Town Attorney or legal staff through the Police Chief.

- However, Officers are authorized by the Chief to discuss cases and case load with the Town's Prosecuting Attorney at a predetermined general time, unless the Prosecuting Attorney contacts the officer directly.

Town Council:

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager, Mayor or Vice Mayor.
- General questions, concerns or issues that are not of an urgent matter, should be brought to the Town Manager and the Town Manager will discuss and obtain the needed information during the Attorney and Manager's regular monthly meeting.
- The Mayor can authorize members of Council to work directly the Town Attorney or legal staff if the Mayor believes that the direct communication will yield more efficient results.

The goal of this policy is to encourage better management of communication and efficiency of Haymarket's legal representation to better serve the needs of the Council, appointed officials and town staff.



TO: Town of Haymarket Town Council
 SUBJECT: Council Pay Structure Policy
 DATE: 09/02/14

SUBJECT: Draft Policy for Town Council Pay Structure

ISSUE: Councilman Caudle raised this issue during his Council Member time at last month's meeting. Having been looking into this issue for the council and working with our Attorney's, staff has drafted a policy for the Town Council Pay Structure for the Council to consider.

BACKGROUND:

- The current policy pays Council members \$100 per meeting (\$125 for the Mayor), no matter how many meetings they call or have. These meetings include any special committees or standing committees created.
- This issued was raised prior to this Council taking office, with regard to reasons ranging from some of the Council members being allowed to deny the compensation to some inquiring if we could move to a stipend.
- As Town Manager, I looked into the idea of creating a stipend with the assistance of our Town Attorney and it was determined that stipend could be deemed a "raise" and could be implemented, but it would not take effect until after the next election.
- The draft policy presented is allowed in that it follows the intent of the Charter and current policies while at the same time placing a cap on the total compensation, staying within the budget, therefore not constituting a raise.

DISCUSSION:

- In general, there are many reasons to consider this policy as a council.
- This says that council members are compensated for their service, however it also states that there is an element of service to the public and that if more than two meetings are required during the month in order to reach the best determination for Town business or concerns, these meetings are not being scheduled for the compensation alone, or at minimal relieves the perception of the issue.
- It is important to understand that, this policy would only be a guiding policy for this Council. This policy would not change the charter and the next elected council would not necessarily need to follow this adopted policy.
- As stated before, this policy as drafted gets the Council closer to creating a stipend, but if a Council member is absent from a meeting, they would not receive the compensation.
- This policy only creates a "cap" to the total amount of compensation each member receives.
- As drafted this policy would not constitute a raise, however the proposed policy did not include the Mayor's monthly stipend and therefore a budget amendment will be needed to cover the difference.
- In general, the line item in the 2015 fiscal budget was underfunded. The Mayor's stipend and scheduled meetings alone would slightly exceed the current budget.
- The draft policy is a starting point for discussion.

TOWN MANAGER'S COMMENTS: (July 24, 2014)

- With regard to this particular policy, I will defer to your direction as a council.
- Ultimately, if the Council believes it is in the Town's best interest to move to a stipend for its

elected officials, this will require a Charter change.

- A Charter change can be accomplished, however there are many other changes that are needed and I would recommend that we do them all at once.

POTENTIAL QUESTIONS:

- Do we need to do this?
- The special meetings of the past councils are not considered raises, why?
- Should we place a cap on the other Town boards, such as PC or the ARB?

BUDGET IMPACT:

- The proposed policy is within the budget in general and would not constitute a raise for the members of Council. However, the proposed policy did not include the Mayor's monthly stipend and therefore a budget amendment will be needed to cover the difference. The 2015 fiscal budget was underfunded for this line item. The Mayor's stipend and scheduled meetings alone would slightly exceed the current budget.

RECOMMENDATION:

It is recommended that as a first step to creating a stipend for compensation, this would be an appropriate direction in which to proceed. It is also recommended to maintain continuity throughout your boards and establishing a cap as well. I would recommend that doubling their compensation rate would be an appropriate cap based upon how often the committees meet more than once a month.

MOTION:**Motion of Approval:**

I move to adopt the draft of the Town Council Policy for Pay Structure as this keeps the Town Council within our fiscal budget as adopted.

Motion of Denial:

I move to deny the draft of the Town Council Policy for Pay Structure because...

ATTACHMENTS:

- (2) Town Council Pay Structure Policy (Draft - August 25, 2014) (PDF)



DRAFT –Town Council Pay Structure Policies:

In an effort to curtail and monitor the Town's adopted annual budget while honoring the set amounts earned per meeting, the Council will hereby follow the following guidelines with regard to compensation:

- All elected and appointed officials who get paid by the meeting will only be able to be paid for no more than three meetings a calendar month.
- Any meetings attended after the third meeting of the month will be unpaid.



PUBLIC FACILITIES COMMITTEE

COMMITTEE ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, August 4, 2014

6:00 PM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

called the meeting to order.

I. Call to Order

Councilman Chris Morris: Present, Mayor David Leake: Absent, Town Manager Brian Henshaw: Present.

II. Discussion Items

Call to Order:

Not all of the committee members were present; therefore an actual meeting did not take place. Mr. Henshaw briefly updated Councilman Morris on the various projects that were taking place with the Town facilities.

Briefing:

Mr. Henshaw briefly described the progress and needs of various projects associated with the Town's facilities.

Old Post Office:

- The contractor has been authorized to proceed with the replacement of the columns on the main floor at the Old Post Office. The project has been delayed some by winning contractor's schedule.

Town Center:

- Genesis (Town's Public Works contractors) has installed the sump pump at The Very Thing and they have raised the grade at the rear of the building to slope away from the building. They have also created a stairwell at the emergency exit at the rear of the building.

PD:

- The Police Chief has inquired about having Genesis stop by to see if we can identify some space to create some closet space within the PD.
- One of the downstairs HVAC systems will need to be replaced within the year.
- Grip tape needs to be placed on the handicap ramp in the front of the building.

Pantry:

- All work has been completed associated with remediating the mold from the facility and sealing the foundation and leak prevention in the cellar.
- We do seem to still be having an issue with an animal digging under the foundation and back porch.

Hullfish House:

- Need to install insulation underneath the front portion of the house prior to the winter.

Mr. Henshaw and Councilman Morris did not set a regular schedule for future meetings and ended the meeting at 6:30pm.

Minutes Acceptance: Minutes of Aug 4, 2014 6:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 4, 2014

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Moment of Silence

3. Pledge of Allegiance

4. Public Hearing

A. Special Use Permit - 6850 Track Court - In home business

The Mayor calls the public hearing to order and asks if there is anyone here this evening to speak either in favor or opposed to the special use permit application #2014 for an in-home business to be located at 6850 Track Court.

No public comment

Special Use Permit - 6850 Track Court

Move that the Town Council approve SUP# 20140609, Capstone Copy, Inc, for an in-home occupation at 6850 Track Court as described on the special use permit application and narrative received by the Town on June 9, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Steve Aitken, Vice Mayor
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

5. Citizen's Time

A. Citizen's Time Procedures

Name & address has been given to the Clerk

- She is concerned about the traffic that could be generated from the new Haymarket Elementary School. She would like the town to contact the school transportation.
- The stream [North Fork Creek] is in need of work.
- She is requesting that the Town ask the property owner to please do something with the gray house on Fayette Street that is boarded up and fenced. It has been this way for ten plus years

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Minutes Acceptance)

and believes it is time for the Town to do something about it.

- She has received a notice from Dominion Virginia Power. She hopes that the Town has remarks regarding the proposal of the 230Kv transmission lines that will be coming through the Town.

Dottie Leonard - 14801 Washington Street

- Ms. Leonard is here this evening to discuss the problems that she is having with regard to the street scape construction. She has been extremely inconvenienced and she is being very patient. She has to park in Haymarket Station and take her trash there for pick up. She would like a work session time to communicate with. Ms. Leonard received a call from Mr. Watts and he asked her to please speak for him as well

Bob Weir - 6853 Saint Paul Drive

- He received a letter from Dominion Virginia Power in the mail today regarding proposed 230Kv Transmission lines coming through Haymarket. He is upset he wasn't made aware of this sooner, especially as the Chair of the Planning Commission. The lines are approximately 250' from his house. There will be potentially negative impact on home values. Dominion has not presented any alternative routes. He strongly suggests that the Town question the study materials.
- As the Chair, he would have like to have known this information. He has met with property owners about developments. The Planning Commission is finalizing the Comprehensive Plan and he would like to be kept in the loop as soon as this kind of information is known.

6. Consent Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

A. AGI-2014-92 has been moved to Agenda Items

B. Amend Rules of Procedure - Brian Henshaw

C. Minutes Acceptance

- Mayor and Council - Work Session - Jul 1, 2014 7:00 PM
- Mayor and Council - Regular Meeting - Jul 7, 2014 7:00 PM
- Mayor and Council - Work Session - Jul 8, 2014 4:00 PM
- Mayor and Council - Continuation Meeting - Jul 10, 2014 6:00 PM
- Committee - Public Safety - Committee - Jul 22, 2014 7:00 PM
- Committee - Finance - Committee - Jul 23, 2014 2:00 PM

7. Agenda Items

A. Planning Commission & ARB Membership

Move to approve the addition of two members to the Planning Commission per the State Code 15.2-2212 that allows jurisdictions in the State of Virginia to have up to fifteen members on the appointed Planning Commission. Furthermore, I move to approve the addition of two members to the Town's Architectural Review Board and authorize the Town Clerk to advertise the open positions to the PC and ARB as soon as possible.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pam Swinford, Councilwoman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

B. VML/VACO Investment Pool

Move to adopt Ordinance 20140804-1 authorizing the Town of Haymarket's participation in the VACO/VML Investment Pool Trust Fund for the purpose of investing funds belonging to the Town of Haymarket in certain authorized investments in accordance with Sections 2.2-4501 and 15.2-1300 of the Code of Virginia.

Discussion: Aitken informs the Council that this item was discussed in dept at the Finance Committee meeting and that the pool is an established investment pool authorized by the General Assembly.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Vice Mayor
SECONDER: Joe Pasanello, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. Invocation Guidelines

The Mayor comments that the Council would like a preamble to this policy. It is suggested that the matter be tabled to September.

RESULT: TABLED [UNANIMOUS]
MOVER: Steve Aitken, Vice Mayor
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Appropriation Request - Sound System - Jennifer Preli

Move to authorize staff to proceed forward to with CTSI's proposal for the installation of new sound equipment within the Council Chambers as a continued effort to provide citizens and visitors with a positive experience when attending Town meetings or utilizing the Town Council Chambers. It is further directed that CTSI perform an evaluation of the potential need for additional speakers, should they be necessary the Town Manager is authorized to add that expense to the contract.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Vice Mayor
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

8. Department Reports

- A. Engineer's Report - Holly Montague
- B. Building Official's Report - Joe Barbeau
- C. Planner's Report - Marchant Schneider
- D. Museum Report - Denise Hall
- E. Treasurer's Report - Staff
- F. Police Report - Chief Greg Smith
- G. Town Manager's Report - Brian Henshaw

9. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(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, specifically personnel matters of the police department, and

A(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically lease matters pertaining to The Very Thing and The Very Thing...for her

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Let the record reflect that Councilwoman Swinford dismissed herself from closed session discussions regarding The Very Thing & The Very Thing...for her.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

10. Councilmember Time**A. Chris Morris**

Mr. Morris responds to the resident who was concerned that the Town knew about the lines from Dominion. He would like to expand on the website and would like to know if there is there a way where we can traffic information better. He would like us to concentrate on how we can promote matters.

B. Pam Swinford

Ms. Swinford thinks we should expand on promoting the Caboose for entertainment, possibly renting it out.

The ARB is working on a welcome sign

C. Kurt Woods

Mr. Woods would like us to explore how we can get our residents more involved in the meetings. He believes this to be a communication issue. He would like us to have a welcome packet for new residents.

D. Matt Caudle

He reminds he would like the Town to expand on business communication.

E. Joe Pasanello

Mr. Pasanello met with Supervisor Candland. One of his primary concerns is the tangible property tax matter. Mr. Candland assured that they are working on solutions for these business who have recently been assessed this tax by the County.

F. Steve Aitken

Mr. Aitken would like to work directly with Ms. Leonard & Mr. Watts if there are no objections from Council.

G. David Leake

Willing Warriors open house - Send council info

Harrover committee - He believes residents should also serve on this committee he is also aware that some staff members would like to serve.

Mayor Leake

Move to adopt the proclamation declaring September 2014 National Childhood Cancer Awareness Month

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

11. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Aug 4, 2014 7:00 PM (Minutes Acceptance)



PERSONNEL COMMITTEE

COMMITTEE ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, August 6, 2014

7:30 AM

Council Chambers

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:30 AM

called the meeting to order.

I. Call to Order

Town Manager Brian Henshaw: Present, Councilman Kurt Woods: Present, Town Clerk Jennifer Preli: Present, Councilman Joe Pasanello: Present.

II. Discussion Items

Call to Order:

With the committee members present, Chairman Woods welcomed the committee to the first meeting. Mr. Henshaw also welcomed the committee and laid out the basis for the committee and the purpose. Mr. Henshaw also stated that the committee is designed to eventually only work on issues that need review that are eventually being forwarded to the Town Council for decisions.

Agenda Items:

A. Personnel Policies:

Mr. Henshaw briefly discussed the current Personnel Policy and stated that one of the first projects this committee would be working on would be the revision of the Personnel Policy. Ms. Preli provided the committee members with a brief background with regard to the history of the current adopted Personnel Policy and how the current version references some issues, but we are exempt from some issues due to our overall jurisdictional size. This led to a brief discussion as to why and how the Police's General Orders are out of sync with the Personnel Policy because it references issues that only apply to larger jurisdictions. Mr. Henshaw and the committee agreed that when the revision is completed, it would be designed and geared towards all employees, including the Police Department.

B. Positions:

Mr. Henshaw discussed some of the needs he has identified for the coming years and some that will be needed or identified in the coming months. One of these positions is that of a Main Street Coordinator which will be tasked with running and operating the Museum and to see the continued growth and development. This position would also be identified as a person to work directly with the ARB, the businesses within the area and could eventually be responsible for organizing Town events, if the Council decides to move into that direction. Mr. Henshaw also envisions changing the Deputy Clerk to the Deputy Clerk/ Treasurer and is implementing an interim trial of this position currently. If both of these positions are created within the fiscal year, the Town would need to hire an administrative assistant to assist with all office related issues presented on a daily basis.

In general the committee discussed the need for identifying future needs and desires for growing and developing the Town Administration.

C. Historical Problems/ Issues:

The committee discussed some of the issues that have proven to be impediments to attraction and retention of employees. One area discussed was the idea of continuing education and needed training. Ms. Preli mentioned that some training opportunities with regard to Human Resources and personnel

Minutes Acceptance: Minutes of Aug 6, 2014 7:30 AM (Minutes Acceptance)

issues are available online through our VACO Insurance carrier. Mr. Henshaw also stated that he was determined to encourage additional training and continuing education opportunities.

Another area that Ms. Preli brought to the committee's attention, especially with regard to the revised Personnel Policy, was that there are no clear benchmarks for raises or bonuses. A maximum earning potential has also never been identified and suggested that these areas should be addressed.

Closing Remarks:

In closing, Councilman Pasanello stated that he thought it would be good for the staff to develop their own mission and goals as a staff. Mr. Henshaw stated that actually staff had been working on that prior to the current Council taking office and that he would bring this to the next Personnel Committee meeting.

Chairman Woods also mentioned the need to establish a more permanent time for the Personnel Committee meetings. Mr. Henshaw noted that this might be a committee that would not need to meet once a month, but rather on a bi-monthly or quarterly basis. Chairman Woods and Councilman Pasanello agreed. Tentatively the committee discussed setting the meeting for the third Wednesday of the month at 5pm. Nothing was officially set and the committee will decide at the next scheduled meeting.

Hearing no additional comments, Chairman Woods adjourned the meeting at 8:35am.



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, August 20, 2014

9:30 AM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 9:30 AM

called the meeting to order.

1. Call to Order

Deputy Clerk Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Clerk Jennifer Preli: Present.

2. Discussion Items

Attendees:

Chairman, Joe Pasanello
Vice-Mayor, Steve Aitken

Staff Present:

Brian Henshaw, Town Manager
Sherrie Wilson, Deputy Clerk
Jennifer Preli, Town Clerk

Absent:

Also Present:

Call to Order:

With the committee members present, Chairman Pasanello welcomed the committee to the meeting. He started the meeting by letting the members of the committee know about his experience with the Haymarket Gainesville Business Association (HGBA) and about the opportunities to work with the business community.

Agenda Items:

A. Finance Report:

The committee briefly discussed the information to be included on the finance report for the Town Council work session and regular meeting. Chairman Pasanello essentially said his number priority was to receive a report detailing where the Town is budget wise. This lead to a discussion and Ms. Wilson stating that she would like additional guidance as to what she should be doing as the "acting Treasurer". Mr. Henshaw stated that his plan was to slowly merge into the appointment and mainly concentrate on the day to day operations of the budgeting. Ms. Preli raised a concern that this process has occurred in the past and felt that we would be better served actually proceed forward with the appointing of the title or "interim" title at minimum.

After discussing the parameters and determining that we should work with the Town Attorney with the description and appointment, as well as the creation of the Deputy Clerk/ Treasurer. Vice Mayor Aitken and Chairman Pasanello felt that we should move forward with the recommendation. Mr. Henshaw stated that we could formulate a report and recommendation. Chairman Pasanello is going to raise the issue for discussion at the Work Session and recommend that the Council appoint Ms. Wilson as the Interim Treasurer and propose an increase to her salary for the additional job responsibilities.

B. Council Pay Structure:

Minutes Acceptance: Minutes of Aug 20, 2014 9:30 AM (Minutes Acceptance)

Vice Mayor Aitken briefly presented his recommendation for the draft Council Pay Structure Policy that was proposed at the previous committee meeting. Vice Mayor Aitken has suggested that the Council essentially only get paid for three meetings per calendar month and any additional meetings would not be compensated for the Town Council, Planning Commission and Architectural Review Board. Chairman Pasanello agreed with the direction of the proposal. Mr. Henshaw stated he would make the changes to the report and policy to reflect Vice Mayor Aitken's recommended language.

Chairman Pasanello requested that the committee discuss the possibility of utilizing money that is not accepted as compensation is transformed into a charitable giving line item or scholarship fund. The committee will add it to next month's committee meeting agenda.

C. Charge Card Resolution:

Vice Mayor Aitken needed to leave early from the meeting; however he stated that supported the direction of the resolution being proposed. The committee briefly discussed the proposed resolutions and after this discussion, Town Manager retracted the resolution to make the Town Manager the Primary Contact to the bank. Secondly, the committee decided that after discussing the merits and the issues prompting the resolution of the charge cards to reflect a change to request a limit increase and request the bank to issue the Town two additional cards off the same account. Mr. Henshaw stated that he would make the needed changes and have them be reflected agenda packet for the work session. Ms. Wilson stated that she would get with the bank to make certain we could accomplish what the committee had decided.

Hearing no additional comments, Chairman Pasanello adjourned the meeting at 11:05am.

A. Finance Report

B. Council Pay Structure Policy

C. Banking Needs Resolution



TO: Town of Haymarket Town Council
SUBJECT: Colt Bradley - Eagle Scout Project
DATE: 09/02/14

Master Colt Bradley is here this evening to present his Eagle Scout Project Requirement #5. Colt approached the Town in January of this year seeking a project that would benefit an organization outside of the Boy Scouts. He chose the Town because it has been home to his Troop for more than 25 years. He has completely built and installed a new sign that will host various civic organizations.

ATTACHMENTS:

- Beneficiary's Signature Page (PDF)
- Sign Pics (PDF)
- 140122LtrToTownOfHaymarket (PDF)

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "to help other people at all times," one of the primary purposes of the Eagle Scout service project is to demonstrate or hone, or to learn and develop, leadership skills. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the Boy Scouts of America has recently redefined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, section 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, or coordinating multiple events.

An Internet search can reveal hundreds of service project ideas. Your project doesn't have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered-for example, a park open to the public that happens to be owned by a business.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" on page 17.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Eagle Scout Service Project Report, continued

Candidate's Promise

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:	Date:
---------	-------

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name: David Leake, Mayor, Town of Haymarket		Unit leader name: Joe Gardner, Scoutmaster, Troop 924	
Signed:	Date:	Signed:	Date:



Attachment: Sign Pics (2027 : Colt Bradley - Eagle Scout Project)

Colton Bradley
12909 Darnick CT
Bristow VA 20136

January 22, 2014

Mayor David Leake & Haymarket Town Council
c/o Jennifer Preli, Town Clerk
PO Box 1230
Haymarket, VA 20168

Dear Mr. Mayor and Haymarket Town Council Members,

I am Colton Bradley, a Life Scout and Troop Guide for Troop 924 of Haymarket, VA, and I am currently eligible and striving to earn my Eagle Scout Rank. One of the requirements to earn Eagle Scout is planning, developing, and giving leadership to others in a service project helpful to any religious institution, school, or my community. The project must benefit an organization other than Boy Scouting. The project proposal must be approved by the organization benefiting from the effort as well as my unit leader, unit committee, the National Capital Area Council, and Bull Run District, before I can begin. That's why I'm contacting you now.

Haymarket has been my troop's hometown for over 25 years, and I would like my project to benefit the Town of Haymarket. I would like to propose replacing the "Welcome to Haymarket" sign, as my service project. I believe this would leave a positive lasting impression and legacy to the long-standing relationship between the Town and Troop 924.

I would like to request a meeting with you or your representative(s) to seek your approval for my project, to address any questions/concerns, and to discuss and outline any preferences you may have (providing you approve my proposal).

Please feel free to contact me at home, (703) 349-3441, or email (colt1@rcn.com), or USPS mail at my address above.

I am looking forward to your anticipated approval and meeting your expectations!

Very Respectfully,

Colt Bradley

Colton Bradley



TO: Town of Haymarket Town Council
SUBJECT: Architectural Review Board Member
DATE: 09/02/14

Mrs. Susan Edwards of 6938 Little John Court is interested in serving on the Architectural Review Board. Please find her email to the Clerk attached.

RECOMMENDATION

It is recommended that Susan Edwards be appointed to the ARB for the term beginning September 17, 2014 and ending on September 16, 2018.

I move to appoint Susan Edwards of 6938 Little John Court to the Haymarket Architectural Review Board for a four-year term beginning September 17, 2014 through September 16, 2018.

ATTACHMENTS:

- Edwards 09-2014 (PDF)

From: [SUSIE EDWARDS](#)
To: [Jennifer Preli](#)
Subject: ARB
Date: Monday, August 25, 2014 9:15:28 PM

This email is to let you know of my interest in becoming a member of The town of Haymarket ARB. I have served on the board for several years and am familiar with the guidelines and process.

Thank you,

Susan Edwards
6938 Little John Ct

Sent from my iPhone

Attachment: Edwards 09-2014 (2026 : Architectural Review Board Member)



TO: Town of Haymarket Town Council
SUBJECT: Budget Amendment
DATE: 09/02/14

Staff has received a list of much needed repairs to the Caboose. These repairs are items that are not covered by the Enhancement Grant. The following is the list of repairs.

- Replace water damaged floor boards
- Seal all windows with new silicone caulk
- Restore electricity - install metal conduit from museum building for romex wire run to caboose
- Inspect interior electric wires, replace if required
- Inspect interior lighting, replace if required
- Trim bushes on "exit" side of caboose
- Re-paint the "front" (street) side of caboose

Staff has been provided an estimated cost of \$4,000 to complete all the items. The budget will need amending in order to contract these services.

RECOMMENDATION

It is recommended that the Town Council amend the budget to allow for the caboose repair expenditures.

Move to amend the Fiscal Year 2015 Budget by reducing the General Reserves Line item by \$4,500, leaving a balance of \$78,575 and increasing the Museum: Repairs & Maintenance Line Item from \$500 to \$5,000.



TO: Town of Haymarket Town Council
 SUBJECT: Invocation Guidelines
 DATE: 09/02/14

SUBJECT: Invocation Policy

ISSUE: A policy identified to establish guidelines for invocation for the Town Council.

BACKGROUND:

- Council discussed the pros and cons of having an invocation prior to conducting the business of the Town.
- Historically, additions to the Council Agenda are approved and designated by the Town's Mayor.
- However, the Council has discussed that there should be a set of adopted guidelines or parameters for those who are delivering the invocation.
- Staff has reached out and conducted extensive research on how other jurisdictions handle the issue.

DISCUSSION:

- Included in your packet is a draft policy of guidelines to be provided to those invited to offer an invocation as part of the regular Council meeting?
- The invocation has historically been offered as a way to prepare the Council members and those in attendance for the solemnity of what is about to take place with regard to governmental process.
- This is not an unheard of practice, however many local governments struggle with maintaining the ability to prepare their minds, but not proselytize during this opportunity.
- In reaching out to other jurisdictions we have realized that they do have a set of guidelines that are followed. Some still invite various guests in while other councils or boards will have their own members offer a thoughtful statement or a word that can be crafted so as not to offend or not welcome any visitor.
- There seems to be no one right or wrong answer and this topic is fairly well discussed throughout the United States.

POTENTIAL QUESTIONS:

- Do we need to decide on the issue right now?
- Does the draft guideline cover the issues or concerns we have about adding an invocation?
- Does this present any legal challenges?

BUDGET IMPACT:

There is no impact on the budget.

RECOMMENDATION:

There is no formal recommendation from staff at this time as the request and recommendation came from Council.

MOTION:

Motion of Approval:

I move to adopt the draft invocation guidelines as presented as a parameter for which the Town Council will conduct any invocation as part of the regular Town Council meeting.

Motion of Denial:

I move to deny the draft invocation guidelines as presented because ...

ATTACHMENTS:

- (2) Legislative Prayer Policy - Revised 8-14-14 MRC (PDF)
- (3) Invocation Guidelines (PDF)

Legislative Prayer Policy

Being mindful of the responsibility of all levels of government, as enumerated in Article I, § 16 of the Constitution of Virginia, with the intent to always comply with applicable law and to avoid conferring any particular privileges or advantages on the basis of religion, the Town Council chooses to solemnize its meetings and to create an opportunity to reflect on its responsibilities towards all citizens by inviting representatives of religious organizations in Prince William County to provide an invocation at the beginning of each of its regular meetings, in accordance with the following guidelines:

These guidelines are intended to make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions. Violations of these guidelines may result in the representative not being invited to offer a prayer in the future. These guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon a divine presence on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of difference faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: “Mighty God,” “Our Maker,” “Source of All Being,” or “Creator and Sustainer.” Possible closing words include “Hear Our Prayer,” “In Thy Name,” “or simply “Amen””; and
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

The Town of Haymarket would like to thank you for your participation with the invocation. Please sign below or respond via email to _____ to acknowledge your receipt of these guidelines.

Signature

Date: _____

TOWN OF HAYMARKET INVOCATION GUIDELINES

The following guidelines were obtained from the office of the U.S. Senate. These guidelines are provided in advance to any clergy presenting or offering the invocation before Senate meetings.

Because the Town of Haymarket includes members of many faiths, the Mayor and Town Council ask that you observe the guidelines for public prayer that have been suggested by the National Conference for Community and Justice. This will make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions and be directed to the name of the God that we each pray to. With this direction, these guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon God on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of different faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: "Mighty God," "Our Maker," "Source of All Being," or "Creator and Sustainer." Possible closing words include "Hear Our Prayer," "In Thy Name," or simply "Amen"; and
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

The Haymarket Town Council would like to thank you for your participation with the invocation. Please sign below or respond via email to jpreli@townofhaymarket.org to acknowledge your receipt of these guidelines.

Signature

Date

Attachment: (3) Invocation Guidelines (2019 : Invocation Guidelines)



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 09/02/14

ATTACHMENTS:

- Planner Report 09-2014 (PDF)

- Permits. A zoning permit was approved for a dog beauty parlor at 6601 Jefferson Street. The business is anticipated to open later this fall.
- Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the recommended revisions by the Council is expected later this fall.
- Parking Study. Staff met with the consultant to review the draft study and recommendations. Several edits were suggested. The consultant will updating the study and will provide a final report early fall.
- Development Plan Review Status. Please see below.

PROJECT NAME	DESCRIPTION	STATUS
HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES	Site plan upgrades associated with enclosure of loading bays	Staff review of "interim" second submission materials complete. Awaiting Applicant response
ROBINSON'S PARADISE REZONING	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	Staff review of the Applicant's second submission is complete. Awaiting Applicant response.
HAYMARKET SELF STORAGE	Special use permit and site plan for outdoor storage of vehicles and equipment	Engineer review of the Applicant's second submission complete. Planner comments pending.
SHEETZ REBUILD	Special use permit, zoning text amendment, and site plan for rebuild of convenience store and pump islands	Staff review of the Applicant's first submission is complete. Awaiting Applicant response.
CHICK-FIL-A	Special use permit, zoning text amendment, and site plan for fast food restaurant with drive thru	Staff review of the Applicant's second submission is complete. Awaiting Applicant's response.
HAYMARKET ICE RINK FINAL SITE PLAN	Site plan for addition of second ice rink	Staff review of first submission complete. Awaiting Applicant response
HAYMARKET INDUSTRIAL PARK / PARCEL B / ROSE	Site plan upgrades associated with change of use	Inactive

Attachment: Planner Report 09-2014 (2012 : Planner's Report)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 09/02/14

- The current Year-to-Date Profit & Loss and Balance Sheet are attached. To date, there are no areas of concern in the Budget.
- The Town has contributed \$100,000.00 to the Virginia Investment Pool.
- August 1, 2014, the Principal and Interest payment was made on the General Obligations Bonds to Carter Bank in the amount of \$173,608.78. February 1, 2015, an Interest Only payment will be made.
- Street Scape Expense Update: The signed contract with Finley Asphalt was for \$1,663,470.03. To date, we have made nine payments, to a total of \$752,421.96.
- Mortgage Companies have been notified via phone calls, regarding the change in due date for the Real Estate Tax bills. A mass mailing will be sent out prior to the billing of the 2014 Real Estate Taxes, informing them in writing of the change in date. On the 2014 Tax bills, the new due date will be highlighted.
- There has been a parcel in the Town, 6701 Hunting Path Road, where the Real Estate Tax has never been paid. This was formally owned by National Capital Christian Broadcasting. A Tax Sale was held in April 2014. The outstanding balance due to the Town prior to the Tax Sale was \$11,841.44. Due to a deficiency in the value of the property, a payment of \$6,482.17 was made to the Town. Therefore, a Resolution authorizing the "write off" of the remaining balance of \$5,359.27 is required.

ATTACHMENTS:

- Treasurer Report for 9-2-2014 Meeting.docx (PDF)

3:42 PM
08/20/14
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES	903.42	302,915.00
OTHER LOCAL TAXES	114,693.71	1,097,000.00
PERMITS,FEES & LICENESES	3,237.00	39,100.00
FINES & FORFEITURES	3,123.45	75,000.00
REVENUE FROM COMMONWEALTH	42,242.46	190,498.00
MISCELLANEOUS	1,422.87	11,500.00
RENTAL (USE OF PROPERTY)	26,378.53	207,215.00
INTEREST ON BANK DEPOSITS	256.53	
TRANSFER OF CASH RESERVES	0.00	724,757.00
SAFETY LU/MAP 21 GRANT	169,543.26	590,479.00
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00
PEDESTRIAN IMPROVEMENT GRANT	1,330.00	90,000.00
Total Income	363,131.23	3,359,264.00
Gross Profit	363,131.23	3,359,264.00
Expense		
01 · ADMINISTRATION	108,354.02	614,743.00
03 · PUBLIC SAFETY	122,579.04	699,398.00
04 · PUBLIC WORKS	29,181.26	196,800.00
07 · PARKS, REC & CULTURAL	5,846.52	59,420.00
08 · COMMUNITY DEVELOPMENT	3,216.48	48,100.00
09 · NON-DEPARTMENTAL	173,608.78	196,818.00
94100 · WASH ST. ENHANCEMENT PROJECT	259,541.62	782,410.00
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00
TOWN CENTER MASTER PLAN	0.00	500,000.00
HARROVER MASTER PLAN	0.00	50,000.00
PEDESTRIAN IMPROVEMENT PROJECT	1,330.00	90,000.00
General Reserve	0.00	83,075.00
PERSONNEL	262.99	
Total Expense	703,920.71	3,359,264.00
Net Ordinary Income	-340,789.48	0.00
Net Income	-340,789.48	0.00

Attachment: Treasurer Report for 9-2-2014 Meeting.docx (2014 : Treasurer's Report)

3:43 PM
08/20/14
Accrual Basis

Town of Haymarket
Balance Sheet
As of August 20, 2014

	<u>Aug 20, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	382,255.08
11000 · CD's & Money Market Funds	<u>1,202,732.41</u>
Total Checking/Savings	1,584,987.49
Accounts Receivable	
12000 · Accounts Receivable	195,687.85
12010 · A/R Permits	881.80
12020 · Delinquent Real Estate	<u>15,482.17</u>
Total Accounts Receivable	212,051.82
Other Current Assets	
Virginia Investment Pool	100,000.00
13000 · Allowance for Doubtful Accounts	-22,877.42
Prepaid Expenses	22,156.00
1499 · Undeposited Funds	<u>26,263.67</u>
Total Other Current Assets	125,542.25
Total Current Assets	1,922,581.56
Fixed Assets	
2500 · General Property	3,062,281.72
2600 · Rental Property	<u>1,195,190.73</u>
Total Fixed Assets	4,257,472.45
TOTAL ASSETS	<u><u>6,180,054.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	23,278.87
Total Accounts Payable	23,278.87
Credit Cards	
Town Credit Card - 5979	1,200.71
Total Credit Cards	1,200.71
Other Current Liabilities	
VA Dept of Housing & Comm. Dev.	102.30
Accrued Leave	21,358.89
2100 · Payroll Liabilities	1,486.24
Security Deposits	28,942.65
Escrow Deposits	<u>12,526.00</u>
Total Other Current Liabilities	64,416.08
Total Current Liabilities	88,895.66
Long Term Liabilities	
General Obligation Bonds	1,853,547.00
Total Long Term Liabilities	<u>1,853,547.00</u>
Total Liabilities	1,942,442.66
Equity	
30000 · Unrestricted Net Assets	4,471,636.66
31000 · Restricted Net Assets	71,200.00
Net Income	<u>-305,225.31</u>
Total Equity	4,237,611.35
TOTAL LIABILITIES & EQUITY	<u><u>6,180,054.01</u></u>

Attachment: Treasurer Report for 9-2-2014 Meeting.docx (2014 : Treasurer's Report)



VANDERPOOL, FROSTICK & NISHANIAN, P.C.

Solutions from lawyers you trust

August 15, 2014

Brian Henshaw
Town Manager
Town of Haymarket
15000 Washington Street
Haymarket, Virginia 20169

RE: National Capital Christian Broadcasting, Inc.
6701 Hunting Path

Dear Brian:

Enclosed is a copy of the Order of Distribution of Tax Sale Proceeds and check no. 5209 in the amount of \$6,482.17. This is only a partial payment for taxes due on the captioned property due to a deficiency in the value of the property. The Town should now release the property from the balance of taxes. The remaining tax balance remains personally owed by the previous owner. The Town records should reflect no delinquent tax lien on the property.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Martin R. Crim'.

Martin R. Crim

MRC:jjk
Enclosures

RECEIVED

AUG 18 2014

TOWN OF HAYMARKET



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 09/02/14

Enhancement Project

- The revised schedule that the Contractor has submitted shows substantial completion (roadwork and sidewalk) by Haymarket Day and project completion the week of October 6. The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion.
- Town Staff informed the Contractor that they must submit a Request for Contract Time Extension per the contract documents that includes addressing the delays due to the utility conflicts as well as addressing days that they did not work when they could have if they want a Contract Time Extension without the \$1,000/day Liquidated Damage provision. At the time of this report, the Town has not received a Request for Contract Time Extension.

I-66 Widening Project

- VDOT held a "Pardon Our Dust" meeting at Town Hall at 7 p.m. on Tuesday, August 12, for the public to come and hear about the Old Carolina Road bridge closure and Catharpin Road bridge reconstruction.
- The current schedule has the Old Carolina Road bridge closed from September 22 (the Monday after Haymarket Day) through Spring of 2016.

I-66/Route 15 Interchange Project

- At the Agenda Meeting, VDOT presented to the Town Council per Town Council request the I-66/Rte 15 Diverging Diamond Interchange concept and the concept of switching the shared use path from the east side of the interchange to the west side of the interchange. The Town's website has been updated to provide links to the FHWA video and traffic simulations shown at the agenda meeting.

Access Improvements to the Southern Railway Caboose

- Final Approval to Advertise for Construction was received from VDOT.
- The project was Advertised for Construction on August 21 with bids due September 22.

Site Plans

- Alexandra's Keep Drainage Issues: DR Horton is in the process of scheduling the work to begin this week.
- Chick-Fil-A: The Special Use Permit has been resubmitted. An amended site plan has also been submitted. Engineer Comments were returned to the applicant August 14.
- Haymarket Ice Rink: The Final Site plan first submission to add an additional rink has been submitted. Comments were returned to the applicant on July 18.
- Haymarket Self-Storage: Preliminary Plan second submission to provide landscaping, SWM and paved parking area has been submitted. Engineer comments were returned to the applicant on July 24.
- Robinson's Paradise: The Preliminary Plan second submission to revise the site layout has been submitted. Engineer comments were returned to the applicant July 25.
- Sheetz: First submission comments to revise the site layout were previously submitted to the applicant. Town Staff is awaiting site plan resubmission.
- Signature Kitchens: Follow up clarification on first submission comments was requested from the applicant and clarification provided on June 27. Town Staff is awaiting site plan resubmittal.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 09/02/14

ATTACHMENTS:

- Building Inspector - Report for the Month of August 2014 (PDF)

Inspections Report for the Month of August 2014, for the Town of Haymarket, by Joseph E. Barbeau, Jr., Interim Building Official and Inspector.

Permits Issued:

August 11:

- 6640 Fayette Street, Plumbing Permit issued to connect water service to County Public Water Supply.
- 14981 Gossom Manor Place, Gas Permit to install outdoor fireplace.

August 21:

- 6601 Jefferson Street, Building Permit for Tenant fit out for Dog Grooming Studio.
- 6601 Jefferson Street, Electrical Permit for additional outlet and two additional 'exit' signs.

Certificates of Occupancy Issued:

No Certificates of Occupancy were issued this month

Inspections:

August 4:

- 6905 Jockey Club Lane, Final Inspection for installation of deck, Approved.

August 6:

- Pace West School Building, Rough Inspection of Structural and Plumbing for work being performed in the St. Paul's School area. Both Approved.

August 11:

- Pace West School Building, Rough Plumbing Inspection for new bathroom in 2 year old classroom, Approved.
- Winterham Mansion, Rough Frame Partial to allow floor closure, Approved.
- 6640 Fayette Street, Plumbing inspection to connect water service to County Public Water Supply, Approved.
- 14981 Gossom Manor Place, Gas Inspection on installation of outdoor fireplace underground supply line, Approved.

August 13:

- 6640 Fayette Street, Rough Inspections for Gas, Plumbing, Electrical, and Structural work, Approved.

August 21:

- 6640 Fayette Street, Insulation Inspection/ Wall closure, Approved.
- 14981 Gossom Manor Place, Gas Inspection on installation of outdoor fireplace appliance installation and tie-in to main, Approved.

Document Review:

Reviewed and filed Elevator Inspection Certification for the Remax Building at 15100 Washington Street. Certification good through 2/28/15.

Actions:

Code review and Decision for Pace West School Building regarding the discontinuance of an exit egress from the Stage. The Code disallows such discontinuance as it requires that any stage have two means of Egress. This interpretation was forwarded to Dr. Landry with the recommendation that he confer with his Architect to find an alternative solution.

At Brian's request I investigated a complaint of work being done in the Sherwood Forest development concerning a neighbor digging beyond his property line. After an on-site visit by myself and Brian, and a return to this neighborhood, it was determined that representatives of DR Horton had been on-site to remove sump pump lines from two homes that were causing a flooding issue in the yard of a property

owned by one Mr. Kim. Confusion had been caused due to the DR Horton workers not providing advance notice of their intent. I met with two owners of the three affected properties, to determine the issue and both were acceptable of the work performed and happy for the Town's follow-up on this matter. In a meeting with the Property Manager at Winterham mansion on the 29th of July, I refused to accept the work that had been done by their contractor due to issues of workmanship and materials used. Also discussed was the habit of leaving this site unsecured during times of inactivity. As a result of this meeting the contractor has been replaced and the work is now being performed in more professional manner. The unacceptable work has been redone correctly, and this project is once again moving forward.

Recommendations:

No current recommendations to the Council at this time.

Other:

This department continues to work with the other Town departments to ensure that we are working in unison for the Town's best interest. To this end I have had conversations with Marchant Schneider regarding the on-going work at the Winterham Mansion, the Pace West School Building, and the Chick-fil-A Restaurant. I have also had numerous conversations with Holly Montigue regarding on-going storm water issues at Alexandra's Keep and Sherwood Forest, to work to resolve these with the developer DR Horton. It is the goal of this department to present a unified front with regards to the Town's interests; and to work with these other departments to ensure that we support their efforts and build strong lines of communication between us.

In the up-coming month I believe that I will have to act to ensure that the owner of the derelict property on Fayette Street (abandoned grey structure with the fencing surrounding it) makes efforts to secure parts of this structure that are in danger of collapse. The porch area closest to the Museum is of great concern and I do not believe that it can safely bear any snow load during this up-coming winter. If this owner is not willing to comply, it may take further action to ensure the Public Safety. Our choices may be limited by the proximity of this structure to the street, and at this time I would not want to raze this structure as an alternative due to its age and significance. I will study the options available to us and prepare a report for next month's meeting to address this issue. In this way we can be prepared to make this effort in advance of the winter weather.

End of Report, submitted on August 21, 2014.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 09/02/14

ATTACHMENTS:

- Police Report 09-2014 (PDF)
- PD - Knupp Commendation (PDF)

Haymarket Police Department
Police Statistics for
May, June, & July 2014

Activity	May	June	July
Mileage	3840	3269	4180*
Parking Tickets	6	28	4
Uniform Traffic Summons	74	71	88
Criminal Felony	0	5	1
Criminal Misdemeanor	4	4	1
Reports	11	8	7
Complaints	208	143	287
Accidents	4	4	3
Hours Worked	831.5	683.5	912.55*

* Does Not Reflect Interim Chief's Mileage or Hours worked

During the month of July 2014 The Haymarket Police Department participated in the following:

Officers assisted with Stars n Stripes Celebration
 Officers assisted VDOT during special work zone detail
 Officers conducted foot patrols
 Officers made contact with children to warn them against dangers of playing in street

Final preparations were made for the Annual National Night Out Celebration

Criminal Stats for July 2014

1. Suspicious Person = 10
2. Mental Subject = 1
3. Protestors = 1 (Sheetz)
4. Suspicious Vehicles = 7
5. Larceny = 1
6. Alarm Calls = 10
7. Runaway = 1 (TOT PWC)
8. Assisted Fire = 2
9. Assisted w/bat in office = 1
10. Accidents = 7
11. Vandalism = 1
12. DUI BOL = 4
13. Reckless BOL = 1
14. Assist VSP = 2
15. Assist PWC = 10
16. Citizen Assist = 4
17. Traffic Obstruction = 6
18. Motorist Assist = 7
19. Assault = 1
20. Suspended Driver = 1
21. Property Check = 1
22. Parking Violation = 1
23. Open Door = 2
24. Disorderly = 5
25. Assist RR = 1
26. Welfare Check = 1
27. Domestic = 1
28. Check Fraud = 1
29. Assist Game Warden = 1






The Town of
HAYMARKET
 Established in 1799-

Police Department
 Chief of Police, James E. Roop

August 6, 2014

TO: Ms. Donna Knupp
 Administrative Assistant

FROM: Greg P. Smith 
 Interim Chief of Police

RE: Commendation

I want to formally commend you for your efforts in coordinating this year's National Night Out Event, held August 5th 2014. It should not go unnoticed that the various uncertainties resulted in you only receiving the go ahead to proceed a mere **three weeks ahead of time**. That you successfully pulled together what you did was outstanding.

By all accounts, the event was highly successful and provided a valuable opportunity to interact with the community.

We are proud of what you did and you are commended for your dedication and effort.

CC: Town Manager
 Mayor and Town Council

Attachment: PD - Knupp Commendation (2024 : Police Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 09/02/14

XTS Lease Agreement and future lease agreements:

- Report and Draft motion included in packet.

The Very Thing: (Closed Session Item)

- Staff will have desired information as directed, for the regular Council meeting.
- Letter from Tenant, Report and Recommendation included in packet.

Zoning Text Amendment (Definition: Zoning Administrator)

- Report, Draft language and recommendation included in the packet.

Banking Needs Resolution

- Report, Draft Resolution and recommendation included in the packet.

Draft Policies for Consideration:

- Draft Policy for Council Pay Structure and motion included in packet.
- Draft Policy for Council/ Staff Attorney Contact. Motion included in packet.

Town Center Master Plan Engineering Design Recommendation:

- At the time of this report, the interviews have not been completed.
- Staff will provide a recommendation for implementation at the regular Council meeting.

Updates:

Business Open House:

- At the time of this report, the Business Open House is scheduled for Friday, August 22, 2014 from 8:30am-10:00am.
- I will provide an oral report on this at the regular Council meeting.

Sub-committee meetings:

- I am very pleased to be working with sub-committees.
- To this date all of the sub-committees have met.
- Only the finance sub-committee has set a standing meeting date, which is the 3rd Wednesday of the month at 2:00pm, if needed.
- Some of the sub-committees have determined that it might be more appropriate to meet on a bi-monthly or quarterly basis. They have all agreed to set another meeting date and discuss and make a decision about their meeting schedule.
- The minutes from the Public Facilities, Personnel, and Finance committee meetings are included in your packet.
- The Public Facilities committee will be setting up a meeting with the residents in the Streetscape construction project to hear concerns and suggestions.

RFP's:

- We have released two additional requests for proposals.

- The first RFP will be for on-call Planning Services. This will be an ongoing contract with a planning and consulting firm for work to be done to further the policies and ordinances of the Town's planning documents or other planning needs as addressed.
- The second RFP will for the Harrover Master Plan. The RFP will be designed at hiring a firm to assist the Town in developing a strategic long range plan for the Town's Harrover Property.

Fall Retreat:

- Scheduled for: **Saturday, September 27th from 8:30am- 4pm at Sky Meadows State Park at the Timberlake House.**
- Michael Chandler will be joining us to facilitate the retreat.
- The goal of the retreat is to establish a unified vision and set of goals for the two year term of this council.
- We have also scheduled a "Company Picnic" following the retreat from 5-7pm at Sky Meadows State Park. I will be getting more information out in the coming weeks.

Project Updates:**Old Post Office**

- Has not been completed as of yet. The contractor has been delayed on a long-term project.
- If I do not get a response within the coming weeks, I will move onto the next contractor in the bid process.

VML Conference:

- The VML Conference registration has been opened up.
- I would highly recommend the conference if you are able to get away.
- The conference this year is in the City of Roanoke, VA, October 5-7.
- If you are interested in attending, please get in touch with Jen or me and we will take care of your arrangements.
- This is an excellent continuing education opportunity.

Policies and Procedures Review:

- With the previous Council I have begun reviewing and revising several policies.
- I intend to pick this up where I left it with them and I will work within the committees as they are appropriate.
- This process is to better identify and define our policies and procedures.

ICMA National Conference:

- I will be attending the National ICMA Conference in Charlotte, NC the week of September 14-17.
- I will be taking and sitting in on several excellent training sessions and will sharing some of my experiences with you upon my return from the conference.
- This is an excellent opportunity to network and continue to learn from fellow professional managers from around the country.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 09/02/14

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:

A(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, namely the lease with The Very Thing & The Very Thing...for her.

A(7) 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 the street scape contract with Finley Asphalt & Sealing



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 09/02/14

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.



TO: Town of Haymarket Town Council
SUBJECT: Councilman Morris
DATE: 09/02/14

Councilman Morris would like to discuss the membership of the Public Safety Committee



TO: Town of Haymarket Town Council
SUBJECT: Councilman Pasanello
DATE: 09/02/14

Councilman Pasanello has asked that Council consider recognizing September 2014 as Blood Cancer Awareness Month and September 15 as World Lymphoma Awareness Day.

ATTACHMENTS:

- Proclamation - Blood Cancer Awareness Month (PDF)
- Proclamation - Lymphoma Awareness Day (PDF)
- 2014 Community Partners_Light it Red - BCAM (PDF)
- BCAM Did You Know Facts for Social Media 2014 (PDF)

PROCLAMATION

SEPTEMBER 2014 – Blood Cancer Awareness Month

WHEREAS, lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, more than 80,000 new cases of lymphoma are diagnosed each year in the United States, including 1,600 in the Commonwealth of Virginia of which approximately 85 will occur in Prince William County; and

WHEREAS, a cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, the health and vitality of the people of the Commonwealth of Virginia, Prince William County, and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to blood cancers; and

WHEREAS, Blood Cancer Awareness in September helps to raise general awareness of the disease and provides hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council does hereby proclaim September 2014 as Blood Cancer Awareness Month, and urges all citizens to support the efforts and activities of the National Capital Chapter of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for blood cancer in September and throughout the year.

PROCLAMATION

SEPTEMBER 15, 2014 – Lymphoma Awareness Day

WHEREAS, lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, more than 80,000 new cases of lymphoma are diagnosed each year in the United States, including 1,600 in the Commonwealth of Virginia of which approximately 85 will occur in Prince William County; and

WHEREAS, a cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, the health and vitality of the people of the Commonwealth of Virginia, Prince William County, and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to blood cancers; and

WHEREAS, Lymphoma Awareness Day on September 15 helps to raise general awareness of the disease and provides hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council does hereby proclaim September 15, 2014 as Lymphoma Awareness Day, and urges all citizens to support the efforts and activities of the National Capital Chapter of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for blood cancer on September 15, 2014 and throughout the year.

Light it Red for Lymphoma Community Partner 2014

Due in large part to the Lymphoma Research Foundation's (LRF) Advocacy Program, September was designated as National Blood Cancer Awareness Month (BCAM) in 2010 by the United States Congress. Since then, LRF has been a leader in raising public awareness about lymphoma and Blood Cancer Awareness Month, including its *Light it Red for Lymphoma* campaign.

We are thrilled that you are interested in becoming a Community Partner for *Light it Red for Lymphoma* during National Blood Cancer Awareness Month. Your commitment to raising awareness for lymphoma and all of the blood cancers will make a meaningful difference to the nearly 750,000 people living with lymphoma.

We look forward to working with you to promote not only our partnership, but to raising public awareness of blood cancer. Below you will find ways in which we can cross-promote our efforts. As a community partner, we encourage you to take advantage of any and all promotion channels you may use, including store and business locations, social media (Twitter, Facebook, Instagram, etc.), your organization's website, as well as print and digital communications.

Visibility for you:

- Company/Organization name listed on LRF's *Light it Red for Lymphoma* landing page with live link to your website
- Company/Organization name listed on all BCAM and *Light it Red for Lymphoma* marketing and communications materials and channels, including, but not limited to, social media, eCommunications and print materials
- Cross promotion on Facebook/Twitter

Requested visibility for *Light it Red for Lymphoma*:

- Ongoing posting throughout the month of September on your company/organization's Twitter feed, Facebook page, blog, website, etc.
- Inclusion in your newsletter, eCommunications, etc.
- Distribution of *Light it Red for Lymphoma* logo on LCD screen (if applicable)

Light it Red for Lymphoma Language

For your convenience, we have developed promotional language for you to use in any of your materials. We are also providing you with the Lymphoma Research Foundation and *Light it Red for Lymphoma* logos to accompany the language as appropriate.

For your website, digital and print communications:

[Company/Organization Name] is pleased to be a *Light it Red for Lymphoma* Community Partner during National Blood Cancer Awareness Month (BCAM)!

There are nearly three quarters of a million Americans living with, or in remission from lymphoma – the most common blood cancer – and we are committed to raising awareness for this complicated disease and bringing hope to all those affected by it.

For more information about *Light it Red for Lymphoma*, BCAM and the LRF's awareness initiatives, please visit www.lymphoma.org/bcam.

For Facebook, LinkedIn, Google+ and Instagram:

- Every seven minutes someone in the United States is diagnosed with lymphoma. That’s why we are pleased to be a *Light it Red for Lymphoma* partner with the Lymphoma Research Foundation (LRF) this National Blood Cancer Awareness Month and help raise awareness for this complicated disease.

To learn more about *Light it Red for Lymphoma*, LRF, and how you can get involved, visit www.lymphoma.org/lightitred.

- There are nearly 750,000 Americans living with, or in remission from lymphoma – the most common blood cancer. We are committed to raising awareness for this complicated disease and bringing hope to the lymphoma community during National Blood Cancer Awareness Month as a *Light it Red for Lymphoma* Community Partner with the Lymphoma Research Foundation (LRF)!

To learn more about *Light it Red for Lymphoma*, LRF, and how you can get involved, visit www.lymphoma.org/lightitred.

- Nearly 80,000 Americans are diagnosed with a type of lymphoma – the most common blood cancer – each year. To raise awareness for this complicated disease, we are pleased to be a *Light it Red for Lymphoma* partner this September and bring a brighter future to those touched by lymphoma.

To learn more about *Light it Red for Lymphoma*, LRF, and how you can help raise awareness, visit www.lymphoma.org/lightitred.

- Many buildings and landmarks around the world will *Light it Red for Lymphoma* during the month of September to raise awareness for lymphoma during National Blood Cancer Awareness Month.

To find a lighting partner near you, visit www.lymphoma.org/lightitred.

For Twitter:

- We are pleased to partner with @lymphoma this September for Blood Cancer Awareness Month! #BCAM <http://goo.gl/UMg5ZI>
- Help us raise awareness for #lymphoma this September for Blood Cancer Awareness Month w/@lymphoma! <http://goo.gl/UMg5ZI>
- Nearly 80K Americans will be diagnosed with #lymphoma this year. Help raise awareness this #BCAM w/@lymphoma. <http://goo.gl/UMg5ZI>
- Every 7 minutes someone in the US is diagnosed w/#lymphoma. Help raise awareness this #BCAM w/@lymphoma. <http://goo.gl/UMg5ZI>
- @lymphoma will partner with buildings and landmarks around the world to #LightItRed for #lymphoma! <http://goo.gl/MtThdd>
- Buildings and landmarks around the world will partner w/@lymphoma to #LightItRed for #lymphoma in September! <http://goo.gl/MtThdd>

Hashtags:

- Primary
 - #BCAM
 - #LightitRed
 - #lymphoma
- Secondary
 - #bloodcancer
 - #cancer
 - #charity
 - #nonprofit

Resources:

LRF Homepage: www.lymphoma.org

BCAM Landing Page: www.lymphoma.org/bcam

Light it Red for Lymphoma Landing Page: www.lymphoma.org/lightitred

Facebook: www.facebook.com/lymphomacommunity

Twitter: @lymphoma (www.twitter.com/lymphoma)

Instagram: @lymphomaresearch (www.instagram.com/lymphomaresearch/)

Google+ Page: www.gplus.to/lymphoma

YouTube Channel: www.youtube.com/lymphomaresearch

Linkedin Company Page: www.linkedin.com/company/lymphoma-research-foundation

For additional information, assistance and/or questions, please feel free to contact:

LRF Staff Contact Information

Peggy Ann Torney, Director of Communications and Marketing

646-465-9109

ptorney@lymphoma.org

Kinya Harte, Manager of Digital Communications

646-456-9123

kharte@lymphoma.org

Thank you for your support in changing the future for all those affected by blood cancer!

Blood Cancer Awareness Month 2014
“Did You Know Facts” for Social Media

1. Did you know September is National Blood Cancer Awareness Month? Learn more about BCAM and LRF's awareness initiatives. www.lymphoma.org/bcam
2. Did you know that every seven minutes someone is diagnosed with a #bloodcancer?
3. Did you know that LRF will be hosting various awareness, educational and fundraising events during BCAM? Visit www.lymphoma.org/calendar to find one in your area!
4. Did you know #lymphoma is the most common #bloodcancer in adults and the third most common #cancer overall among children?
5. Did you know that approximately 80,000 Americans are diagnosed with a type of #lymphoma each year?
6. Did you know that in the United States there are more than 700,000 people living with, or in remission from, #lymphoma?
7. Did you know that there are more than 70 subtypes of #lymphoma?
8. Did you know there are buildings and landmarks around the world lighting red to raise awareness for lymphoma? #LightItRed <Link to www.lymphoma.org/lightitred>
9. Did you know that #lymphoma may develop in many parts of the body, including the lymph nodes, spleen, #bonemarrow, blood or other organs?
10. Did you know that #Hodgkin #lymphoma, also known as #Hodgkindisease, has been studied more than any other type of lymphoma? This research has led to rapid advances in the diagnosis and treatment of the disease, resulting in over 80 percent of Hodgkin lymphoma patients being cured. <Link to HL Fact Sheet>
11. Did you know that #FocusOnLymphoma is the first mobile application that provides patients and caregivers comprehensive content based on their #lymphoma subtype and tools to help manage their diagnosis and treatment? <Link to www.focusonlymphoma.org>
12. Did you know that there are at least 61 types of# non-Hodgkin #lymphoma? <NHL Fact Sheet>
13. Did you know that diffuse large B-cell #lymphoma (#DLBCL) is the most common form of #NHL, accounting for up to one-third of newly diagnosed cases? <Link to DLBCL Fact Sheet>
14. Did you know that non-Hodgkin #lymphomas are divided into two major groups: B-cell lymphomas and T-cell lymphomas? B-cell lymphomas develop from abnormal B-

lymphocytes and account for 85 percent of all NHLs. T-cell lymphomas develop from abnormal T-lymphocytes and account for the remaining 15 percent of all NHLs. **<TCell Fact Sheet>**

15. Did you know that the #Lymphoma Research Foundation has disease-specific websites, materials and programs for various subtypes of lymphoma? **<Link to Disease-specific websites>**
16. Did you know it is World Lymphoma Awareness Day? Many buildings and landmarks will #LightItRed for #Lymphoma today. Visit www.lymphoma.org/lightitred to find a building in your city!
17. Did you know the #Lymphoma Research Foundation is the nation's largest #nonprofit organization devoted to exclusively funding innovative lymphoma research? **<research portfolio>**
18. Did you know a cure for #lymphoma can only be realized through advanced #cancer research? To date, LRF has funded more than \$54 million in lymphoma-specific research.
19. Did you know that 45 of the world's leading #lymphoma experts comprise the Lymphoma Research Foundation's Scientific Advisory Board and seek out the most promising lymphoma research projects for support? **<SAB link>**
20. Did you know that the #Lymphoma Research Foundation is committed to supporting the next generation of lymphoma researchers **(end here for Twitter)**, so that we can ensure the best and the brightest investigators chose a career in #lymphomaresearch?
21. Did you know that there are currently more than 1,200 lymphoma-specific #clinicaltrials actively recruiting for participants? Call the LRF Helpline at (800) 500-9976 to learn more. **<Link to Clinical Trials Service>**
22. Did you know that the #Lymphoma Research Foundation has in-person education programs around the country where some of the leading lymphoma experts provide a disease overview and discuss current treatment options? **<link to Educational Programs>**
23. Did you know that LRF developed its #FocusOnLymphoma app based on feedback from members of the #lymphoma community **(end here for Twitter)** and addresses many of the needs of those touched by the disease? **<link to focusonlymphoma.org>**
24. Did you know that approximately 30 to 60 percent of patients with an aggressive form of #non-Hodgkin #lymphoma can be cured?
25. Did you know that LRF advocates for greater federal investment in #bloodcancer research?

26. Did you know that the #Lymphoma Research Foundation provides continuing medical education programs designed to increase the knowledge, skills and performance of healthcare professionals? [<link to Professional Education>](#)
27. Did you know that you can support LRF's mission to eradicate lymphoma and serve those touched by this disease through the Foundation's #Advocacy and Public Policy Program, chapter network and fundraising programs – including the signature #Lymphomathon program? [<link to Get Involved>](#)
28. Did you know you could plan or host your own #fundraiser to help eradicate #lymphoma? Events can include neighborhood car washes, school bake sales, dinner parties, benefit concerts, sports/endurance events and more. [<link to Fundraise for LRF>](#)
29. Did you know the #Lymphoma Research Foundation provides direct support to people with lymphoma through the LRF Helpline, Clinical Trials Information Service, financial assistance programs and Lymphoma Support Network? [<Helpline link>](#)
30. Did you know that awareness and education are powerful tools in the race to find a cure for #lymphoma? Thank you for helping to raise awareness this September during #BloodCancer Awareness Month!



TO: Town of Haymarket Town Council
SUBJECT: Mayor Leake
DATE: 09/02/14

ATTACHMENTS:

- Capital Area Food Bank (PDF)
- FW_ Follow up From Serve Our Willing Warriors (PDF)



capitalareafoodbank.org

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July 24, 2014

Ms. Pam Stutz
Governing Board Member
Haymarket Food Pantry
14740 Washington St.
Haymarket, VA 20168

Dear Ms. Stutz,

On behalf of the Capital Area Food Bank, I want to thank you for all the work you are doing to alleviate hunger in Haymarket, VA. I also want to thank you for your interest in working with Capital Area Food Bank to further awareness about hunger issues across Prince William County; specifically within Haymarket.

Our reasons in reaching out to you are two fold. First, we would like to invite you to our Elected Officials Day, happening September 4, 2014 throughout the day. We are asking current and interested former elected officials to volunteer two hours of their time to pack food bags for children and seniors while learning more about hunger in their community.

Second, as the former mayor of the Haymarket Town Council and a current Board Member for the Haymarket Regional Food Pantry I would like to schedule a time to speak with you further about the specific hunger needs in your area and how we can work together to innovate hunger solutions. We are also looking to schedule meetings with the current Mayor or Vice Mayor of the Haymarket Town Council.

We are all aware that hunger is *the* pressing and rising societal issue facing Northern Virginia communities. The next step is to take action. I look forward to hearing your opinions, value your time and ask that, after reviewing this letter and the attached email invitation, you reach back out to Johnnie Dunlap, one of our outreach coordinators in the Northern Virginia distribution center located at 6833 Hill Park Drive, Lorton, VA 22079. A long time, Prince William County resident, Johnnie is best suited to understand and address the needs of your community. He can be reached by phone at (571) 482 4773 or by email at jdunlap@capitalareafoodbank.org. I am excited to be serving with Celeste Corrigan on the Greater Prince William County Food Council and grateful to be able to have the opportunity to collaborate with you.

Sincerely,

Cecelia Vergaretti
Director,

A member of
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AMERICA**

Serving the Washington metro area from:

4900 Puerto Rico Avenue, NE
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P. 202.644.9800
F. 202.529.1767

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Lorton, VA 22079
P. 571.482.4770
F. 703.541.0179

United Way #8052
CFC #30794

501 (c)(3) #52-1167581

Attachment: Capital Area Food Bank (2029 : Mayor Leake)

From: [Jennifer Prelj](mailto:Jennifer.Prelj)
To: [Jennifer Prelj](mailto:Jennifer.Prelj)
Subject: FW: Follow up From Serve Our Willing Warriors
Date: Thursday, August 28, 2014 10:17:42 AM
Attachments: [sigimg1](#)

From: <shirley@willingwarriors.org>
Date: July 20, 2014 at 19:58:16 EDT
To: <dleake@townofhaymarket.org>
Subject: Follow up From Serve Our Willing Warriors

Hi Dave,

It was nice meeting you at QBE Open House this afternoon. I mentioned to you that we are in the process of renovating an 11,000 sq ft retreat home for wounded, ill and injured warriors and their families. I have seen first hand the pride the citizens of Haymarket for our country. I would love to have you and others in your circle to tour the property. Please let me know what time works for you.

On another note, I would like to invite you to our ribbon cutting ceremony of the retreat on 11 Nov. For more info about Serve Our Willing Warriors, please go to willingwarriors.org.

Look forward to meeting you at your earliest conveyance.

Thanks!

Shirley Dominick
President/Founder
Serve Our Willing Warriors
www.willingwarriors.org
Office (866)227-5853
Cell (703)785-8980

Attachment: FW_ Follow up From Serve Our Willing Warriors (2029 : Mayor Leake)