



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 4, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance - Boy Scout Troop 91

III. Invocation - Rev. Ruth Anne Sawyer, Haymarket Baptist Church

IV. Minutes Approval

1. Mayor and Council - Work Session - Feb 4, 2019 6:00 PM
2. Mayor and Council - Regular Meeting - Feb 4, 2019 7:00 PM

V. Department Reports

1. Administrative Reports
2. Police Report

VI. Special Presentation - Supervisor Pete Candland, Prince William County

VII. Citizen's Time

1. Citizen's Letters

VIII. Action Items

1. Playground Proposal
2. Street Tree - Crepe Myrtles
3. Town Council Pay Structure Policies

IX. Updates

1. Planning Commission
2. Architectural Review Board

X. Council Member Time

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Susan Edwards
5. Bond Cavazos
6. Robert Day
7. David Leake

XI. Closed Session

1. Enter into Closed Session

XII. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 4, 2019

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Agenda Items

1. McDonald's Second Drive Thru Lane

Ms. Lockhart states that the applicant has provided an updated site plan layout. She adds that in the new site plan they have closed the first entrance as recommended at the last Council meeting. She continues stating the changes include re-routing the traffic so that it goes in the second entrance and around the building as well as eliminating the parking in the front of the building. She concludes that if it meets all of Council's concerns she recommends approving it on the condition that the new plans are sent back to the Planning Commission for a full site plan review.

2. Playground Proposal

Ms. Lockhart states that she researched some more proposals as requested including Sparks at Play, Burke Company and Landscape Structures. She adds that Sparks at Play could not proceed with the quoted budget. She reports that she did hear back from the playground that she has been working with and they would be able to do an ADA swing, we would just need to find a 3rd party swing company to work with. She continues stating that they will conduct inspections and training for the Town. She concludes that she can continue to reach out but is having trouble getting a response. Councilwoman Cavazos states that she can provide her contact for Landscape Structures.

Discussion ensues concerning handicap access from the parking lot to playground as well as possibly reaching out to local companies for sponsorship.

3. Sherwood Forest Resolution

Ms. Lockhart states that this resolution is for the Council to request that the Virginia Department of Transportation accept the streets in the Sherwood Forest subdivision into the secondary system of state highways.

4. Building Official Discussion

After a town business owner addressed the Council at the December meeting concerning some challenges they were having with the County, Councilman Leake asked that this be put on the agenda to discuss. Business Manager, Jerry Schiro, met with the business owner. He states that much of the concern was dealing with ADA compliance. He also adds that she retained the services of a residential designer to prepare the drawings and the information was lacking. He further states that the same issues would have arisen whether it was through the County or Town because they are both reviewing under the same state uniform building code. Ms. Lockhart interjects that she did follow up with the business owner recently and she is now reaching out to an architect that is familiar with Prince William County building officials. Mr. Schiro concludes that with the amount of commercial projects in the near future, it would be very difficult to obtain a single building official that would have the expertise to perform those inspections for all the different types of inspections required as well as very expensive.

Discussion ensues regarding previous town building inspectors, cost, future scope of work and the overall process.

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5. Municipal Parking Lot

Councilman Leake shares concerns with lack of parking on the sites of some of the commercial buildings.

The Council discuss possible locations and green space. Mayor suggests possibly setting a work session in the near future.

III. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Feb 4, 2019 6:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 4, 2019

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Pledge of Allegiance - Cub Scout Pack 1833

Cub Scout Pack 1833 presented the colors and lead the pledge.

III. Invocation - Rabbi Lizz Goldstein, Congregation Ner Shalom

Rabbi Goldstein gives the evening's Invocation.

IV. Minutes Approval

- 1. Mayor and Council - Work Session - Jan 7, 2019 6:00 PM
Councilman Shannon makes a motion *to accept the minutes from the January 6, 2019 work session.*
Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

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

- 2. Mayor and Council - Public Hearing/Regular Meeting - Jan 7, 2019 7:00 PM
Vice Mayor Edwards makes a motion *to accept the January 7, 2019 regular meeting minutes.* Councilman Shannon seconds the motion.

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

V. Serve Our Willing Warriors Presentation

A check was presented to Serve our Willing Warriors from funds that were raised from the Smore's kit sales at the Town's Christmas and Holiday Event.

VI. Department Reports

1. Police Department Report - Chief Kevin Lands

Chief Lands shares his "Year End Review". He reports that they expanded on community policing working with the schools, business checks, and hosting their community events. He states that year to date the department had 29 felony arrests, 167 misdemeanor arrests 590 summons, 66 accidents, approximately 20,000 in-town calls, 419 out of town calls, 6,490 recorded business checks, and 2,666 warnings. He continues by highlighting the officer's duties and responsibilities over the past year.

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2. Administrative Staff Report - Jerry Schiro, Business Manager

Business Manager, Jerry Schiro, highlights staff reports including Administration, Planning/Zoning, Treasurer, Engineer and Public Works. In his report he also includes updates regarding the town park and building maintenance. He adds that he has approved the work of \$1,780 for painting the Council Chambers as well as gathering estimates for audio/visual improvements. He further adds that he has received 2 bids for exterior painting of the museum, Washington Street Realty and The Very Thing for Her. He concludes his report stating that the bids came in at \$18,100 and \$32,000. Council directs Mr. Schiro to obtain another bid.

VII. Citizens' Time

Mayor Leake asks that a letter that came in from residents Mr. and Mrs. Carroll be made a part of the minutes.

All letters that were read at this evening's meeting will be made part of the minutes.

Bill Hunt, 6751 Madison Street, shares concerns with the traffic impact the funeral home would have on the Town.

Andrea Payne, 6680 Fayette Street, A Dog's Day Out, comments on the Funeral Home and ARB appeal. She is in favor of the Funeral Home as well as the ARB decision on the demolition permits.

Dottie Leonard, 14801 Washington Street, spoke on behalf of herself and the Citizen's for the Betterment of Haymarket and western Prince William County. Spoke in favor of the Funeral Home. Happy to have the work sessions recorded.

Melanie Ruiz, Melanie's Florist, spoke in favor of having a Funeral Home in Haymarket for the citizens.

Marika Evans, Town business owner, spoke in opposition of the Funeral Home to be located in the heart of the Town.

Stephanie Peacock, owner of 4R's Preschool, spoke in opposition to the Crematorium in the center of town near preschool's for health and environmental concerns.

Brett Fry, Tobaccology, spoke in favor of the Funeral Home and Crematorium. Feels that the Town needs to encourage new businesses. He shares his concerns with the already blighted properties in the Town and does not want to see this happen to this building.

John Chester, Piedmont Bible Church, spoke in favor of the Funeral Home to accommodate resident's needs.

Dewayne Bartocle, 1340 Woodbridge Street, shares that he is a neighbor of Mountcastle Turch Funeral Home in Woodbridge and states that they have always been good neighbors and traffic and parking has never been an issue.

Michael Turch, applicant, asks the Council to vote in favor of the Special Use Permit for his Funeral Home. States that it will provide a service that does not exist in Haymarket. Feels that it will help neighboring businesses. He adds that he had a property study conducted locally that indicates it would not have a negative impact on property values. He shares some conditions that he would like to offer including limiting procession times to 10 am to 2:30 pm., will only service their clients, as well as parking considerations.

Debbie Dellassandro, 14947 Madison Court, states that initially she was not in favor of the Funeral Home, but after talking with Mr. Turch and neighbors, she feels that this would be a good addition to the neighborhood.

Gifford Hampshird of Blankingship and Keith, representing the applicant, summarizes his letter dated January 30, 2019 that is in the evening's Council packet. He reminds the Council that the Special Use Permit and Zoning Text Amendment were both recommended for approval by the Planning Commission and Town Planner.

Jessica Turch, applicant's wife, speaks in favor of the funeral home.

- 1. Citizen's Input Letters

VIII. Action Items

1. McDonald's SUP for Second Drive Thru Lane

Councilman Leake moves to approve the Special Use Permit for McDonald's to build a second drive-thru lane at the 6740 Leaberry Way location with the condition that the applicant's site plan follows general conformance with the proposed layout plan attached, to include closing the first entrance, removing the parking between the building and the drive-thru lane and adding the additional parking spaces. Councilman Shannon seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Vice Mayor Edwards asks if it they will still be going back to the Planning Commission? Ms. Lockhart states yes.

There is no further discussion.

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

2. Resolution #2019-001 - Sherwood Forest

Councilman Leake moves that the Town Council adopt Resolution #2019-001, to request VDOT accept the Sherwood Forest streets into the secondary system of state highways. Vice Mayor Edwards seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Councilman Shannon states that it needs to be clearly understood that VDOT will not be taking the roads into the state system until the February 20th inspection and it meets all of VDOT's criteria.

There is no further discussion.

At this time, Mayor Leake requests a 10 minute recess.

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

3. Mayor's Veto of ZTA #2018-001 and Special Use Permit #2018-010 for Funeral Home

Mayor Leake explains the veto process that is defined in the Town Charter.

Discussion amongst the Council includes the Mayor's memorandum of the veto, traffic and property value impact, the Zoning Ordinance rewrite and Comprehensive Plan, parking regulations, location, the increase need for crematoriums, and the concessions presented by the applicant.

There was also discussion on the previous dialogue between the Mayor, Staff and Mr. Turch. Councilwoman Cavazos asks Mayor Leake if he spoke with Mr. Turch prior to his purchase. Mayor Leake states yes giving a time frame of dialogue beginning in January 2018 with Mr. Turch and Emily Lockhart, the Town Planner. Councilwoman Cavazos states that when she spoke with Mr. Turch, he stated to her that you essentially influenced his decision into purchasing the property. Mayor Leake states that is absolutely incorrect.

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Councilman Shannon and Councilwoman Cavazos share concerns why the Mayor did not express his concerns and should have been more open about the Funeral Home prior to the veto. Mayor Leake reads from the January 7th meeting minutes expressing his concerns with this being a better use in an Industrial zone or B-2, shares concerns with parking and if it fits within our downtown.

Councilman Leake makes a motion *to override the Mayor's veto with regard to Zoning Text Amendment #2018-001 to add crematory definition to the Town Codes as an accessory use for funeral homes as recommended by the Planning Commission.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

RESULT:	DEFEATED [4 TO 2]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Connor Leake, Madhusudan Panthi, Bond Cavazos, Steve Shannon
NAYS:	Susan Edwards, Robert Day

4. Motion

Councilwoman Cavazos makes a motion *to override the Mayor's veto with regard to SUP #2018-010 authorizing a funeral home without crematory at 14901 Washington Street.* Councilman Leake seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Councilman Leake asks for a friendly amendment to the motion to include funeral procession will only occur between 10 am and 2:30 pm, Monday thru Friday with no processions on the weekends and the applicant will provide evergreen screening along the Madison Street frontage. Town Attorney Martin Crim states that there is already a landscaping requirement that would conflict and recommends to leave that condition out of the amended motion. Councilwoman Cavazos agrees to add the condition that funeral procession will only occur between 10 am - 2:30 pm, Monday thru Friday with no processions on the weekends. Councilman Leake seconds the amendment.

There is no further discussion on the motion.

Mayor Leake requests a 10 minute recess.

RESULT:	DEFEATED [4 TO 2]
MOVER:	Bond Cavazos, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Connor Leake, Madhusudan Panthi, Bond Cavazos, Steve Shannon
NAYS:	Susan Edwards, Robert Day

5. Architectural Review Board Appeal

Brian Prater of Walsh, Colucci, Lubeley and Walsh addresses the Council. He states that he is representing the applicant, Stan Payne Development, LLC.. He recaps the recent ARB decision on January 16, 2019 denying the Certificate of Appropriateness application seeking demolition for 6706 Jefferson Street and the 6 COA's seeking demolition that were approved but with conditions attached. He adds that the applicant is appealing each of them seeking that the Council overrides and allows demolition for 6706 Jefferson Street and overrides the ARB's decision to attach conditions to each of the other 6 applications. He gives a brief timeline of when Mr. Smith purchased the properties and his plans for the property. He adds that Mr. Smith has tried to market the property with no success because potential buyers do not want to purchase the property with those structures or would like to purchase with the right to take down the structures and re-purpose.

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Vice Mayor Edwards asks for clarification on Mr. Smith's plan for demolition. Mr. Prater replies that his client prefers to find someone to pay for demolition which is specified in the appeal. He concludes that the 100 day condition would not be enough time for the applicant to seek out a buyer to fund that operation and tear down the structure.

Town Planner, Emily Lockhart, reminds Council about the "action list" and reached out to this property owner about his blighted properties. She highlights the ARB process and actions concerning the property that is in the packet. She further states that she did make the recommendation in support of the demolitions to further better our town, its economic development and public safety.

Mr. Prater notes that in the letter Ms. Lockhart provided states that one of the conditions was research on any person, place or event associated and it was his understanding that was stricken during the meeting and feels the minutes would support that. Mr. Crim concurs.

Councilwoman Cavazos states that on behalf of the ARB she would request to table a decision tonight on the appeal and possibly hold a joint work session with the ARB and Town Council. She adds that the surveys in tonight's packet are much more detailed than the ones handed to the ARB during their meeting. She highlighted the historical significance of the structures, the 120 time frame of demolition and examples of viable rehabilitated structures within the Town today.

Discussion ensues between Councilman Leake and Councilwoman Cavazos concerning scheduling a work session.

Further discussion at the dais includes the appeal process and demolition by neglect.

Vice Mayor Edwards adds that the historical significance is not just the architecture, it is the grouping of the buildings and those who lived in the buildings and their significance to our Town.

Vice Mayor Edwards moves *that the Town Council uphold the decision of the Architectural Review Board to approve application ZP#2018-062 to demolish the structures identified as D and E on the map, at the address 15010 Payne Lane, with the conditions given by the ARB.* Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

6. Motion

Mayor Leake shares concerns with pictures of the second facade. He feels that it would be an unreasonable cost to the applicant and safety concerns for whoever enters the building. He adds that we have this documentation in the museum.

Vice Mayor Edwards moves *that the Town Council uphold the decision of the Architectural Review Board to approve application ZP#2018-063 to demolish the structures identified as A and B on the map at the address 15011 Washington Street, however removing the condition to photograph the brick.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

7. Motion

Councilman Shannon moves *to uphold the decision of the Architectural Review Board to approve application ZP#2018-064 to demolish the structure identified as I on the map, at the address 15003 Washington Street, with the conditions given by the ARB.* Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

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

8. Motion

Vice Mayor Edwards moves *to uphold the decision of the Architecture Review Board to approve application ZP#2018-065 to demolish the structure identified as H on the map, at the address 15001 Washington Street, with the conditions given by the ARB.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

9. Motion

Vice Mayor Edwards moves *to uphold the decision of the Architectural Review Board to approve application ZP#2018-066 to demolish the structure identified as C on the map, at the address 6707 Fayette Street, with the conditions given by the ARB.* Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

10. Motion

Councilman Leake moves *to override the decision of the Architectural Review Board to deny application ZP#2018-067 to demolish the structure identified as F on the map at the address 6706 Jefferson Street, with the following conditions; professional photographic documentation of the exterior of the building including black and white print digital images of the building, architectural description of the building, any person, place or events known to be associated with the building and demolition to be completed within 101 days of the application approval by the Town Council.* Councilman Shannon seconds the motion.

Councilman Shannon asks if there is a structural engineer's report associated with the structure and if so, what was the outcome? Ms. Lockhart states yes. She adds that the report is on page 283 of the packet. He shares concerns that what has happened to the "Colonel's House" might happen to this structure.

Councilwoman Cavazos asks Councilman Leaks if he would like to disclose if he talked to the applicant?

Councilman Leake details his conversation with Mr. Smith and the timeline. Councilwoman Cavazos asks him if he feels he should recuse himself? Councilman Leake states no, he is not representing Mr. Smith or his firm and is represented by another real estate agent and he has no monetary contribution. He adds that he disclosed to Mr. Smith that he was a member of the Haymarket Town Council.

Further discussion on rehabilitating this structure and previous demolitions ensues.

There is no further discussion on the motion.

Mayor Leake asks Councilman Shannon the reason for his abstention. Councilman Shannon states that he could go either way so he abstains.

RESULT:	DEFEATED [1 TO 4]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Connor Leake
NAYS:	Susan Edwards, Robert Day, Madhusudan Panthi, Bond Cavazos
ABSTAIN:	Steve Shannon

11. Motion

Councilwoman Cavazos moves *that Town Council uphold the decision of the Architectural Review Board to deny application ZP#2018-067 to demolish the structure identified as F on the map, at the address 6706 Jefferson Street, with the conditions given by the ARB.* Vice Mayor Edwards seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Bond Cavazos, Councilwoman
SECONDER:	Susan Edwards, Vice Mayor
AYES:	Edwards, Day, Panthi, Cavazos, Shannon
NAYS:	Connor Leake

12. Motion

Vice Mayor Edwards moves *to uphold the decision of the Architectural Review Board to approve application ZP#2018-068 to demolish the structure identified as G on the map, at the address 6704 Jefferson Street, with the conditions given by the ARB.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

IX. Updates

1. Planning Commission

Councilman Shannon, Planning Commission Liaison, states that they discussed the Crossroads Village site plan. Ms. Lockhart adds that the CIP and Comprehensive plan will be on the next agenda.

2. Architectural Review Board

Councilwoman Cavazos, ARB Liaison, states that they had their meeting on January 16th where they discussed the demolition permits that were presented tonight. She adds that they

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also discussed possibly changing the Chairman, but it was unanimous that the Board wanted Ken to remain Chair. She continues that they are working on the welcome sign project.

3. Letter of Support HB 2469

Mayor Leake states that HB2469 died in committee.

X. Council Member Time

1. Steve Shannon

Councilman Shannon echoes the comments from Vice Mayor Edwards and Councilman Leake.

2. Connor Leake

Councilman Leake concurs with Vice Mayor regarding team building. Enjoys working with each member of the Council.

3. Madhu Panthi

No comments

4. Susan Edwards

In reference to the upcoming budget season, Vice Mayor Edwards thinks that we should revisit conducting finance committee meetings. She adds that she feels it might be a good idea to have a team building session.

5. Bond Cavazos

Councilwoman Cavazos states that she has no comments but would like to know if Mayor Leake will be reading the email that he referenced earlier in the meeting.

6. Robert Day

No comments.

7. David Leake

Before his Council Member Time, Mayor Leake asks the Council their thoughts on reading the letter that was referenced earlier in the meeting. Councilman Shannon, Leake, Vice Mayor Edwards, Councilman Panthi, Councilman Day and Mayor Leake state no. Councilwoman Cavazos states yes. The letter was not read. The letter will be made part of the record.

Mayor Leake agrees with the idea of setting up a team building session.

XI. Closed Session (if needed)

XII. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Susan Edwards, Vice Mayor
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Feb 4, 2019 7:00 PM (Minutes Approval)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

David Leake
Mayor

Shelley M. Kozlowski
Town Clerk
Office Manager

Emily K. Lockhart
Town Planner/
Zoning Administrator

Roberto C. Gonzalez
Town Treasurer

TOWN STAFF – Month of February 2019

Administrative Offices were closed on February 18, 2019 in observance of President's Day

Administration

The Office Manager and Mayor met with potential tenants for the available office space.

The Office Manager arranged to have Town Hall offices, Council Chambers and hallways painted and is working with Idezine on redesigning the Mission statement, Vision Statement and Core Values that will be featured on the walls of the Council Chambers.

The Office Manager met with Premier to have the back-parking lot re-graveled and tree removed at the park that was damaged during a recent storm.

The Elementary Art display is still going strong with Buckland Mills, Haymarket, Tyler and Mountain View already hosting their artwork.

Staff recently sent out the Town's first calendar which includes all Town events and Town meetings. The calendar also features photographs of historic structures and events in Haymarket.

The Administrative Assistant is working on the Spring newsletter that will be going out mid-March.

Staff is working with IT specialist, Terry Hope, on paperless options for future Town Hall meetings.

Town Hall received thank you notes from two area charities for the Town's assistance with their food and clothing drive over the holidays.

Planning/Zoning

Researched additional proposals for the Haymarket Community Park Playground. After several discussions with other vendors and a lack of response from a majority of the vendors, the Town Planner recommends Council proceed with the current proposal.

Held Planning Commission meeting to discuss the Draft CIP. Planning Commission will receive the finalized Draft CIP on March 18th for approval.

Held an Event's Committee Meeting: scheduled all Town Events and proposed amendments to the Haymarket Day Application. Changes will be presented at March's Events Committee meeting.

Met with several artists to schedule events and new exhibitions. Aside from June and August, the ARTS at the Haymarket Museum is booked until 2020.

Working with the McDonald's engineers to ensure the site plan for the new drive thru lane configuration is complete and ready for submission.

Held meeting with an interested developer for the 14860 Washington Street property. Expecting a Zoning Package to be submitted in March

Assisting various applicants on typical zoning requirements for site plan submission. Preparing for Morais Vineyard Wine Tasting Room Site Plan and Crossroads Village Site Plan submissions.

Researched the Gateway Sign Programs and funding required for a project at this scale. Met with Councilwoman Cavazos to share the funding requirements in preparation for adding the Gateway signs to the CIP.

Treasurer

Consulted with Business manager on draft budget for FY202 and continued collecting data for draft budget.

Prepared and mailed out renewal applications for Business Licenses due on April 30th, 2019

Worked on weekly payables and processed payroll.

Reconciled accounts.

Continued to research online payment options.

Held a finance committee meeting to review current budget and updates on Draft budget for FY2020.

Public Works

The Prince William County Detention Center workforce are continuing their work on the interior of the Harrover house at the park.

Town Planner							
Task List February 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
ARB meeting for February cancelled due to no agenda items, meeting rescheduled as a Work Session February 27th, at 6:00 pm to discuss Draft Guidelines and ByLaws							
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2018		Applications were voted on at the January 16th meeting. 6706 Jefferson St App was denied, all other apps were approved with conditions. The conditions included photo documentation, architectural description, documentation of historic people/places and removal of the structures-- all to be complete within 120 days UPDATE: At the February 4, TC meeting -- the TC upheld the decisions of the ARB, with minor changes to the conditions, see minutes for conditions.
Board of Zoning Appeals							
No Activity for February 2019							
Planning Commission							
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Submitted Letter of Approval for Site Work, to allow PWC Building Dept to complete Final Inspection. Business planning to open last week in February/first week of March
ZTA: Crematory Definition	Zoning Ordinance	Emily	October	Town Council Public Hearing			Planning Commission held a Public Hearing on October 29th and requested additional information from the Town Planner in regards to performance standards for crematories. At the November 19th meeting the Planning Commission forwarded the ZTA application to the Town Council with a recommendation for approval. The Planning Commission altered the definition prior to recommendation. Town Planner will submit public notices for the application in preparation for a January Hearing. UPDATE: Mayor has vetoed the applications. UPDATE: Feb 4th TC Meeting, Mayor's Veto was undefeated.
SUP: Funeral Home	14901 Washington Street	Emily	August	Town Council Public Hearing			Planning Commission held a Public Hearing on December 17, 2018 and after thorough discussion the Planning Commission forwarded the SUP application to the Town Council for January's meeting. UPDATE: Mayor has vetoed the applications. UPDATE: Feb 4th TC Meeting, Mayor's Veto was undefeated.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Applicants submitted Revised Site Plan, expecting approval March 2019
Planning Commission	Harrover Park	Emily	Working with the Planning Commissioners to get feedback and comments on the Comprehensive Plan and the priorities for the update. Worked with the Planning Commission to set a priority list for the Park. Trash Cans and a Bike Rack have been installed. Planning Commission will give the final okay on the Park Playground Plan so that the Town Planner can present the plan to the Town Council for funding approval in January, will discuss Playground with the TC at the March Meeting - No additional proposals have been submitted.				
Prince William County (1 Mile Review)							
No Activity for PWC 1 Mile Review December							
Staff							
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Plats have been recorded, Applicant has submitted their site plan. Engineer and Planner working on processing the plan, Site Plan will go before the Planning Commission in January 2019			

Attachment: February 2019 Planner Report (3947 : Administrative Reports)

the ARTS at the Haymarket Museum		Emily		Artists will occupy the space in January and February for workshops. April and May are booked with individual artists, June-August -- looking to work with the local school art programs to curate a gallery, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market
Events Meeting				Set the calendar of events for the Town -- Summer Concert & Car Show with PD, June 30th -- End of Summer Concert, August 24th -- Haymarket Day, October 19th -- and Christmas and Holiday Event, December 7th.
Draft CIP	Town	Emily		Finalizing Draft CIP for the Planning Commission to approve and forward to the Town Council in April.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Pedestrian Improvements Project	Katie	7/14/2014	2/20/2019	Town/ VDOT			-Invitation to Bid Advertisement included in local paper as of 2/20/19. Bids due 4/5/19. -VDOT to review/approve bid analysis package prior to award.
Dog's Day Out Final Site Plan	Emily	12/13/2016	2/20/2019	N/A			-Project is under construction. Ongoing E&S inspection coordination -Inspection conducted 2/13/19 for letter to PWC to have been sent 2/20/19
Sherwood Forest Bond Release	Katie	N/A	2/19/2019	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant secured sight distance easement for Street Acceptance. Final approved resolution from Town Council to be provided to VDOT. -VDOT inspection rescheduled due to snow

Attachment: 2019 Feb Engineer's Reports_KMM (3947 : Administrative Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA			-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town
Low Activity Projects							
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	2/11/2019	Applicant			-Engineering plan review comments provided to Town Planner 10/29 -Outside agency coordination required -PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional clarification on comments on 2/11/19

Attachment: 2019 Feb Engineer's Reports_KMM (3947 : Adminstrative Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	1/24/2019	Applicant/Emily	10/9/2018	10/9/2018	-Landscape/E&S Bonds released 8/7 -As-Built survey approved. -Applicant/Dominion have transferred street light meter to turn over to Town for ownership/maintenance -Performance bond released 10/9/18 -Town coordinating with applicant to find original bond documents.
QBE Final Site Plan	Emily	1/20/2017	1/14/2019	Applicant			-Site Plan amendment submitted 10/25/18. Comments provided 11/12/18. Applicant to resubmit. -Site Plan amendment bonds to be provided prior to construction
Crossroads Village	Katie/Emily	10/18/2018	12/21/2018	Applicant			-Plan submitted for review. Engineering review comments provided to Town Planner 12/21 -Outside agency coordination required (fire marshall approval received)
Haymarket Iceplex As-builts	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Attachment: 2019 Feb Engineer's Reports_KMM (3947 : Adminstrative Reports)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
March 4, 2019

Highlights:

- The financials attached are as of January 31st 2019
- As of January 31st 2019, we are at 53.5% mark of our budgeted Revenues and 46.3% of our budgeted Expenditures.
- Meet with Finance Committee to discuss current budget and inform them of a few updates on the budget draft for FY20
- Continued working on draft budget
- Auditors have completed the annual budget and will be sending out the final report to Town

Town of Haymarket
Statement of Net Position
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,420,196.85
11000 · CD's & Money Market Funds	3,873.91
11010 · Virginia Investment Pool	310,417.10
Total Checking/Savings	1,734,487.86
Accounts Receivable	
12000 · Accounts Receivable	118,983.94
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	122,914.42
Other Current Assets	
11499 · Undeposited Funds	15,338.11
12012 · Local Accounts Receivable-Other	81,906.19
12025 · Due from Prince William County	32,896.75
12030 · Due from Commonwealth	20,051.79
12040 · Due from Federal Government	1,994.46
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	48,411.66
Total Current Assets	1,905,813.94
Fixed Assets	
12500 · General Property	4,455,923.20
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,857,867.23
Other Assets	
19100 · Deferred Outflow - Pension Cont	63,045.77
Total Other Assets	63,045.77
TOTAL ASSETS	7,826,726.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	16,128.38
Total Accounts Payable	16,128.38
Credit Cards	
20040 · Town Credit Card	1,132.87
Total Credit Cards	1,132.87
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-28,915.13
22000 · Security Deposits	10,030.92
22010 · Escrow Deposits	79,266.60
Total Other Current Liabilities	70,441.79
Total Current Liabilities	87,703.04

Town of Haymarket
Statement of Net Position
As of January 31, 2019

	Jan 31, 19
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
	1,320,257.82
Total Long Term Liabilities	1,320,257.82
Total Liabilities	1,407,960.86
Equity	
34110 · Net OPEB Activity Offset	-57,000.00
34000 · Net Pension Activity Offset	21,543.77
30000 · Unrestricted Net Assets	1,619,030.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,221,755.82
Net Income	193,080.59
	6,418,766.08
Total Equity	6,418,766.08
TOTAL LIABILITIES & EQUITY	7,826,726.94

Town of Haymarket
Statement of Revenue & Expenditures for Month
January 2019

	Jan 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
Real Estate - Current	810.20
Interest - All Property Taxes	81.52
Penalties - All Property Taxes	617.98
Total 3110 · GENERAL PROPERTY TAXES	1,509.70
3120 · OTHER LOCAL TAXES	
Business License Tax	137.33
Cigarette Tax	13,012.50
Consumer Utility Tax	14,414.41
Meals Tax - Current	60,459.51
Sales Tax Receipts	12,657.39
Penalties (Non-Property)	157.84
Total 3120 · OTHER LOCAL TAXES	100,838.98
3130 · PERMITS,FEES & LICENESES	
Application Fees	375.00
Inspection Fees	600.00
Motor Vehicle Licenses	15.00
Other Planning & Permits	300.00
Total 3130 · PERMITS,FEES & LICENESES	1,290.00
3140 · FINES & FORFEITURES	
Fines	3,905.72
Total 3140 · FINES & FORFEITURES	3,905.72
3150 · REVENUE - USE OF MONEY	
Earnings on VACO/VML Investment	1,031.86
Interest on Bank Deposit	120.23
Total 3150 · REVENUE - USE OF MONEY	1,152.09
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	2,102.85
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,687.00
315160 · The Very Thing For Her	2,810.00
Total 3151 · RENTAL (USE OF PROPERTY)	10,579.68
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	1,500.00
Total Public Safety	1,500.00
Total 3160 · CHARGES FOR SERVICES	1,500.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	110.00
Total 3180 · MISCELLANEOUS	110.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	568.40
Communications Tax	8,923.46
Total 32 · REVENUE FROM COMMONWEALTH	9,491.86

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Adminstrative Reports)

Town of Haymarket
Statement of Revenue & Expenditures for Month
January 2019

	Jan 19
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	-1,500.00
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	-1,500.00
Total Income	128,878.03
Gross Profit	128,878.03
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	93.71
Salaries & Wages - Regular	1,225.00
Total 11100 · TOWN COUNCIL	1,318.71
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	16,953.94
Salaries/Wages - Part Time	4,445.00
FICA/Medicare	1,440.57
VRS	1,651.90
Health Insurance	3,313.60
Life Insurance	213.70
Disability Insurance	126.43
Unemployment Insurance	2,411.44
Accounting Services	394.04
Cigarette Tax Administration	452.05
Printing & Binding	514.55
Advertising	1,700.00
Computer, Internet & Website Svc	1,820.00
Postage	507.00
Books, Dues & Subscriptions	749.71
Office Supplies	213.88
Total 12110 · TOWN ADMINISTRATION	36,907.81
12210 · LEGAL SERVICES	
Legal Services	3,732.00
Total 12210 · LEGAL SERVICES	3,732.00
Total 01 · ADMINISTRATION	41,958.52
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	27,110.66
Salaries & Wages - OT Regular	0.00
Salaries & Wages - OT Premium	1,041.48
Salaries & Wages - Holiday Pay	4,230.72
Salaries & Wages - Part Time	870.00
Salary & Wages - DMV Grant	218.13
FICA/MEDICARE	2,577.56
VRS	3,195.20
Health Insurance	5,644.26
Life Insurance	426.38
Disability Insurance	195.88
Legal Services	2,004.00
Computer, Internet & Website	115.50
Telecommunications	650.92
Convention & Edu. (Training)	225.00
Misc - Discretionary Fund	428.81
Annual Dues & Subscriptions	349.40
Office Supplies	149.24

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

Town of Haymarket
Statement of Revenue & Expenditures for Month
January 2019

	Jan 19
Vehicle Maintenance/Supplies	404.47
Uniforms & Police Supplies	992.82
Insurance Pass-Through	-2,110.68
Total 31100 · POLICE DEPARTMENT	48,719.75
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	600.00
Total 34100 · BUILDING OFFICIAL	600.00
Total 03 · PUBLIC SAFETY	49,319.75
04 · PUBLIC WORKS	
Town Public Works	129.75
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,220.98
Total 43200 · REFUSE COLLECTION	6,220.98
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	1,343.42
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Contract Snow Removal	1,640.90
Maint Svc Cont- Street Cleaning	485.00
Electric/Gas Services	1,532.08
Electrical Services-Streetlight	592.51
Water & Sewer Services	132.50
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,956.41
Total 04 · PUBLIC WORKS	14,307.14
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	4,229.75
Total 70000 · HAYMARKET COMMUNITY PARK	4,229.75
71110 · EVENTS	
Contractual Services	4,951.47
Total 71110 · EVENTS	4,951.47
Total 07 · PARKS, REC & CULTURAL	9,181.22
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	255.00
FICA/Medicare	14.92
Consultants - Engineer	1,748.67
81100 · PLANNING COMMISSION - Other	0.00
Total 81100 · PLANNING COMMISSION	2,018.59
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	315.00
FICA/Medicare	28.69
Total 81110 · ARCHITECTURAL REVIEW BOARD	343.69
Total 08 · COMMUNITY DEVELOPMENT	2,362.28

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

Town of Haymarket
Statement of Revenue & Expenditures for Month
January 2019

	<u>Jan 19</u>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.01
Total EMPLOYEE BENEFITS	<u>-0.01</u>
Total 94105 · PERSONNEL	<u>-0.01</u>
Total Expense	<u>117,128.90</u>
Net Ordinary Income	<u>11,749.13</u>
Net Income	<u><u>11,749.13</u></u>

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

02/21/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	363,030.77	367,666.00	98.7%
Public Service Corp RE Tax	11,778.30	11,274.00	104.5%
Interest - All Property Taxes	81.54	0.00	100.0%
Penalties - All Property Taxes	600.51	1,000.00	60.1%
Total 3110 · GENERAL PROPERTY TAXES	375,491.12	379,940.00	98.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,937.03	180,000.00	2.2%
Cigarette Tax	93,937.50	135,000.00	69.6%
Consumer Utility Tax	91,842.98	150,000.00	61.2%
Meals Tax - Current	425,966.15	650,000.00	65.5%
Sales Tax Receipts	87,024.80	155,000.00	56.1%
Penalties (Non-Property)	703.42	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	703,430.31	1,288,000.00	54.6%
3130 · PERMITS,FEES & LICENESES			
Application Fees	4,820.00	2,700.00	178.5%
Inspection Fees	6,690.00	10,000.00	66.9%
Motor Vehicle Licenses	468.00	1,900.00	24.6%
Other Planning & Permits	11,390.63	25,000.00	45.6%
Total 3130 · PERMITS,FEES & LICENESES	23,368.63	39,600.00	59.0%
3140 · FINES & FORFEITURES			
Fines	20,353.94	65,000.00	31.3%
Total 3140 · FINES & FORFEITURES	20,353.94	65,000.00	31.3%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	5,322.24	0.00	100.0%
Interest on Bank Deposit	3,188.60	8,000.00	39.9%
Interest on Bank Deposits	6,190.97	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	14,701.81	8,000.00	183.8%
3151 · RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	13,396.36		
315110 · Suite 200 Genesis Contracting	2,010.00		
315120 · Suite 202 Metis Group	3,500.00		
315125 · Suite 204 MAC-ISA	2,520.00		
315150 · 15020 Washington Realty	24,918.81		
315155 · 15026 Copper Cricket	13,196.00		
315160 · The Very Thing For Her	19,670.00		
3151 · RENTAL (USE OF PROPERTY) - Other	365.85	136,957.00	0.3%
Total 3151 · RENTAL (USE OF PROPERTY)	79,577.02	136,957.00	58.1%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	120.00		
Public Safety			
Donation/Grants	5,002.00	5,000.00	100.0%
Public Safety - Other	125.00	0.00	100.0%
Total Public Safety	5,127.00	5,000.00	102.5%
Total 3160 · CHARGES FOR SERVICES	5,247.00	5,000.00	104.9%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	73,108.82	70,000.00	104.4%
Total 3165 · REVENUE - TOWN EVENTS	73,108.82	70,000.00	104.4%

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

02/21/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
3170 · HISTORICAL FUND			
Historical Fund	21,230.02	21,230.02	100.0%
Total 3170 · HISTORICAL FUND	21,230.02	21,230.02	100.0%
3180 · MISCELLANEOUS			
Citations & Accident Reports	515.00	1,000.00	51.5%
Veteran Banners	354.00		
Miscellaneous	60.00	0.00	100.0%
Recovered Costs- Private Events			
Donations			
Charitable Contributions	2.00		
Total Donations	2.00		
Total Recovered Costs- Private Events	2.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	931.00	1,000.00	93.1%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	15,182.00	28,000.00	54.2%
Car Rental Reimbursement	4,382.20	5,500.00	79.7%
Communications Tax	63,790.45	117,000.00	54.5%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
Total 32 · REVENUE FROM COMMONWEALTH	103,314.93	171,627.00	60.2%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	4,555.75	13,000.00	35.0%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	4,555.75	228,700.00	2.0%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	1,425,310.35	2,665,054.02	53.5%
Gross Profit	1,425,310.35	2,665,054.02	53.5%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	730.57	2,000.00	36.5%
Meals and Lodging	1,015.37	1,500.00	67.7%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	11,150.00	32,100.00	34.7%
Total 11100 · TOWN COUNCIL	15,248.40	41,350.00	36.9%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	127,612.48	209,697.00	60.9%
Salaries/Wages - Part Time	42,541.00	70,200.00	60.6%
FICA/Medicare	12,428.49	22,044.00	56.4%
VRS	10,567.47	30,236.00	34.9%
Health Insurance	25,351.24	38,677.00	65.5%
Life Insurance	1,481.66	4,000.00	37.0%
Disability Insurance	923.65	2,900.00	31.9%
Unemployment Insurance	3,883.43	2,000.00	194.2%
Worker's Compensation	300.00	300.00	100.0%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	4,439.12	8,000.00	55.5%

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

02/21/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
Cigarette Tax Administration	2,984.84	5,500.00	54.3%
Printing & Binding	4,491.73	13,000.00	34.6%
Advertising	3,854.41	12,000.00	32.1%
Computer, Internet & Website Svc	12,718.45	23,650.00	53.8%
Postage	1,801.88	4,000.00	45.0%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	1,429.18	6,000.00	23.8%
Convention & Education	1,160.05	8,000.00	14.5%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	8,931.72	15,000.00	59.5%
Office Supplies	3,430.39	4,000.00	85.8%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	285,286.47	511,704.00	55.8%
12210 · LEGAL SERVICES			
Legal Services	31,423.84	73,000.00	43.0%
Total 12210 · LEGAL SERVICES	31,423.84	73,000.00	43.0%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	331,958.71	642,554.00	51.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	210,709.13	380,741.00	55.3%
Salaries & Wages - OT Regular	0.00	14,000.00	0.0%
Salaries & Wages - OT Premium	13,984.46	20,000.00	69.9%
Salaries & Wages - Holiday Pay	11,547.96	10,000.00	115.5%
Salaries & Wages - Part Time	10,534.94	14,000.00	75.2%
Salary & Wages - DMV Grant	3,968.70		
FICA/MEDICARE	18,729.19	29,879.00	62.7%
VRS	19,761.14	42,221.00	46.8%
Health Insurance	36,337.14	67,380.00	53.9%
Life Insurance	2,721.08	4,648.00	58.5%
Disability Insurance	1,269.65	1,313.00	96.7%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	8,641.00	12,964.00	66.7%
Line of Duty Act Insurance	1,305.00	1,440.00	90.6%
Legal Services	10,842.05	12,000.00	90.4%
Advertising	27.40		
Computer, Internet & Website	11,467.20	14,000.00	81.9%
Postage	22.10	300.00	7.4%
Telecommunications	4,869.41	10,350.00	47.0%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-32.74		
Convention & Edu. (Training)	2,804.66	3,500.00	80.1%
Misc - Discretionary Fund	428.81	500.00	85.8%
Annual Dues & Subscriptions	10,111.90	7,524.00	134.4%
Office Supplies	3,755.06	3,500.00	107.3%
Vehicle Fuels	9,876.46	16,000.00	61.7%
Vehicle Maintenance/Supplies	6,940.09	8,000.00	86.8%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	28,761.62	22,300.00	129.0%
Community Events	4,509.98	5,000.00	90.2%
Grant Expenditures	0.00	13,000.00	0.0%
Insurance Pass-Through	-2,110.68	0.00	100.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	21,313.19	31,592.00	67.5%
Total 31100 · POLICE DEPARTMENT	457,349.95	768,330.00	59.5%

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

02/21/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	6,750.00	40,000.00	16.9%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	6,750.00	50,000.00	13.5%
Total 03 · PUBLIC SAFETY	464,099.95	818,330.00	56.7%
04 · PUBLIC WORKS			
Town Public Works	18,097.11	70,426.00	25.7%
Street Beautification - HF	0.00	21,230.02	0.0%
43200 · REFUSE COLLECTION			
Trash Removal Contract	50,304.96	78,000.00	64.5%
Total 43200 · REFUSE COLLECTION	50,304.96	78,000.00	64.5%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	23,832.73	55,000.00	43.3%
Maint Svc Contract-Pest Control	815.00	2,000.00	40.8%
Maint Svc Contract-Landscaping	14,525.00	35,000.00	41.5%
Maint Svc Contract Snow Removal	1,640.90	7,000.00	23.4%
Maint Svc Cont- Street Cleaning	2,815.00	2,000.00	140.8%
Electric/Gas Services	9,266.03	15,000.00	61.8%
Electrical Services-Streetlight	3,056.51	5,500.00	55.6%
Water & Sewer Services	1,162.57	2,000.00	58.1%
Janitorial Supplies	766.06	1,000.00	76.6%
Real Estate Taxes	1,115.91	4,000.00	27.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	58,995.71	128,500.00	45.9%
Total 04 · PUBLIC WORKS	127,397.78	298,156.02	42.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	9,251.78	68,000.00	13.6%
Total 70000 · HAYMARKET COMMUNITY PARK	9,251.78	68,000.00	13.6%
71110 · EVENTS			
Advertising - Events	9,496.08	0.00	100.0%
Contractual Services	55,385.54	70,000.00	79.1%
71110 · EVENTS - Other	427.27	0.00	100.0%
Total 71110 · EVENTS	65,308.89	70,000.00	93.3%
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	1,074.01	2,200.00	48.8%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	1,074.01	5,150.00	20.9%
Total 07 · PARKS, REC & CULTURAL	75,634.68	143,150.00	52.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	2,925.00	5,000.00	58.5%
FICA/Medicare	243.00	500.00	48.6%
Consultants - Engineer	18,817.34	50,000.00	37.6%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	21,985.34	98,750.00	22.3%

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)

02/21/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	2,850.00	4,000.00	71.3%
FICA/Medicare	277.70	850.00	32.7%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,127.70	5,850.00	53.5%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	25,113.04	106,773.00	23.5%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond - Prin	169,499.91	186,440.00	90.9%
Total 95100 · DEBT SERVICE	169,499.91	186,440.00	90.9%
Total 09 · NON-DEPARTMENTAL	169,499.91	186,440.00	90.9%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	10,040.00		
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	0.00	208,600.00	0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	10,040.00	208,600.00	4.8%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	28,485.69	203,951.00	14.0%
Total 94106 · TOWN CENTER MASTER PLAN	28,485.69	203,951.00	14.0%
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%
Total Expense	1,232,229.76	2,665,054.02	46.2%
Net Ordinary Income	193,080.59	0.00	100.0%
Net Income	193,080.59	0.00	100.0%

Attachment: Treasurer & Financial Report for 03-04-2019 (3947 : Administrative Reports)



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 2-18-2019
 Subject: Monthly Report for February 2019

Felony Arrests	9	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	25	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1659	Various
Out of Town Calls for Service	24	Various
Traffic Summons	68	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	281	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	4	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	468	All Town Businesses

Points of Interest:

Meeting with Unsecured Business Owners
 VACP Conference
 Women's Self Defense Class
 The Big Give
 Haymarket Cares Campaign
 Attorney Letter

Attachment: Monthly Council Report Feb 19 (3948 : Police Report)

Shelley Kozlowski

From: COLLIN ROBINSON <collinray@comcast.net>
Sent: Saturday, March 02, 2019 3:15 PM
To: Shelley Kozlowski
Subject: Fwd: FW: Jim and Maureen Letter that Town Council refused to have read during Citizen time at Meeting Feb. 4, 2019

----- Original Message -----

From: COLLIN ROBINSON <collinray@comcast.net>
To: "Cavazos, Bond" <bcavazos@townofhaymarket.org>, "Day, Robert" <rday@townofhaymarket.org>, "Edwards, Susan" <sedwards@townofhaymarket.org>, "Koslowski, Shelley" <skoslowski@townofhaymarket.org>, "Leake, Connor" <cleake@townofhaymarket.org>, "Leake, David" <dleake@townofhaymarket.org>, "Panthi, Madhusudan" <mpanthi@townofhaymarket.org>, "Schiro, Jerry" <jschiro@townofhaymarket.org>, "Shannon, Steve" <sshannon@townofhaymarket.org>
Date: March 2, 2019 at 3:11 PM
Subject: Fwd: FW: Jim and Maureen Letter that Town Council refused to have read during Citizen time at Meeting Feb. 4, 2019

I REQUEST THIS LETTER TO BE READ DURING CITIZEN'S TIME, MONDAY, MARCH 4, HAYMARKET TOWN COUNCIL MEETING FOLLOWED BY READING THE LETTER SUBMITTED BY THE CARROLLS AT THE FEB 4 MEETING

I had the pleasure of meeting the Carroll's at our monthly Democratic Committee meeting on February 11. They had asked to share their experience with their request for the below letter to be read during Citizen's Time, and their disappointment with the way Mayor D. Leake handled the matter.

Freedom of speech is one of the most precious rights granted by our forefathers. It is sad to see such violation of that right, with no explanation given, by the Mayor during citizen time, and late in the evening, after his position was clear, by all but one member of the council. Democracy counts on freedom of speech. It is not always convenient, and it leads to conversations, and sometimes anger, but it lets all people have a chance to share their views. My thanks for one Council member who understood this and acted properly.

I live in Gainesville but do much of my business and dining in Haymarket, and attend town events. I like Haymarket. But I don't like the Mayor's and the Council's behavior on this and request that they have it read during Citizen's Time at the March 4 meeting to comply with the Carroll's request(they are out of town and I must be with my wife, who will be in hospital after surgery.

I read their letter. It took 1 minute and 4 seconds. That surely is not a burdensome amount of time given all the people speaking in February about the proposed Funeral Home. Whether you agree with the Carroll's opinions in the letter or not you should show them the respect as a tax paying citizen of your town to read it. This was a bad decision that can be corrected.

Thank you for your time in advance

Collin R. Robinson

Chair, Gainesville Magisterial District Democratic Committee

Communication: Citizen's Letters (Citizen's Time)

From: J/MCarroll <jmcarroll53@yahoo.com>
Sent: Monday, February 4, 2019 5:51 PM
Subject: Letter to be read aloud at Town Council Meeting Feb. 4, 2019

Mr. Mayor and members of the Town Council,

PLEASE READ THE FOLLOWING LETTER ALOUD INTO THE MINUTES. THANK YOU.

We recently spent our ninth January as citizens of Haymarket and Virginia. This is the first year that the holiday dedicated to Lee and Jackson was brought to our consciousness. At a time when most thinking individuals would rather let this day sink into the oblivion which it deserves, the town of Haymarket decided to honor the memory of these two people by shutting down the government and letting the taxpayers pick up the bill. We understand Haymarket was one of only two towns in Prince William County to celebrate this day. Perhaps the events of Charlottesville have slipped from your memory in your decision to highlight the evil which was perpetrated upon a race of people. This evil was the same racism which tore this country apart in a great Civil War. This is the same indefensible evil which these two soldiers defended.

I believe that the men and women who serve in our military swear an oath to uphold and defend our country and our Constitution. No one who violates their oath, nor those who violated that oath in our past, should be celebrated or commemorated in Haymarket. If you need a holiday, find people who fought against slavery, or those who work for peace.

Jim and Maureen Carroll

Shelley Kozlowski

From: Joe Pasanello <jcpasa@comcast.net>
Sent: Monday, March 04, 2019 3:53 PM
To: Jerry Schiro; Shelley Kozlowski; Steve Shannon; Susan Edwards; Robert Day; Madhusudan Panthi; Bond Cavazos; Connor Leake; David Leake
Cc: CATHY
Subject: Comments for TC Meeting, March 4, 2019

Council and Staff,

Please accept the following comments that I hope you'll share with the community as part of the record. I would've also liked my concerns to be read aloud but being limited to five minutes I must use the time for other issues. Frankly, I do not have confidence that this would be read anyway given the denial (except for Councilmember Cavazos) to equally read all comments out loud at the February meeting. A public acknowledgement without sharing the contents, as you have shown, may be the best one can hope for.

It also seems to depend on whether council agrees with the content of the comments, regardless of whether they are presented reasonably and respectfully. Clearly, this does not reflect the stated value of transparency or principled leadership. And all you need to do is take a look at tonight's published agenda and compare the attached minutes of the February 5 meeting in your packet to those in the "minutes packet" on the website calendar to realize that comments, promised to be in the minutes, can easily get lost from public view unless you know where to look. Lastly, how can council vote on the minutes in their packet that are not consistent with those in the minutes packet?

After observing the public discussion and actions of this current council over the course of the last eight months, I've reached the conclusion that the town's residents are in dire need of new leadership and representation. Putting aside the inconsistencies of actions and statements, it is also obvious everything is not as rosy as it may appear or presented to the public. Town leadership continues to enable this council by allowing & condoning practices that are neither transparent nor truly inclusive. Why do I say this and what evidence is there to support these opinions? Let's look back at a couple of actions over recent months:

- Agenda items have been walked-in or introduced by members, regardless of proper vetting and public notice. In effect, council continues to ignore best practices and established process. Two recent examples come to mind;
 - PD salaries – I'm not saying that increases should not be awarded. On the contrary, performance to date by our true town ambassadors has been admirable. **However, council approval was granted without any prior notice to taxpayers. No public information was shared or included in the agenda.** No opportunity was allowed for public feedback. There doesn't appear to be any public and published information available as to how much it will cost taxpayers. Other questions include - What is the budget impact? Where in the budget is the money allocated? What mechanism for appropriation is employed?
 - Administration salaries – Once again the issue here is not whether increases should be awarded. Properly documented performance reviews, while establishing goals & objectives, is a best practice that would support merit-based increases. Cost of living increases should be a direct result of budget considerations and discussed as part of the annual budget process...not after the fact. While it was encouraging to hear member(s) of council raise concerns about the lack of transparency with respect to deliberations and that some discussions in closed session should be in the public domain (as noted by a member in discussion with the town's attorney), it was bewildering to hear that same evening (coming out of a closed session) council award an increase to staff. The same questions and

issues regarding proper vetting, public notice, and lack of public materials and information apply here as well.

- With respect to inclusion and the tag-line that Haymarket is Everyone's Hometown;
 - Did the council approve the closure of town offices on January 18th for the state only Lee-Jackson Day holiday?
 - Was this budgeted in advance?
 - For those who would argue that "well, it's a state holiday and therefore not a problem," I ask, "why is now the time to resurrect Lee-Jackson Day?" What was the impetus behind the decision? Do you not see a trend in your county, region, state, and country to not observe what the majority in our diverse community view as a divisive issue?
 - I believe every municipality in PWC was open for business except for the courts, Dumfries, (new holiday this year but was subsequently eliminated by council weeks later) and you guessed it...Haymarket.
 - What message are you, the elected representatives, trying to convey given the traumatizing events of Charlottesville and the actions of communities across Virginia, who are choosing to reconsider how we memorialize the past and what is the appropriate way to do so?

In closing, I believe it is time for a change. With a little more than a year to the next election, there is a looming problem of continuity, in addition to transparency and inclusiveness. The issue of conflict between roles and functions needs to be addressed. **I believe there is a partial remedy – it is time for a full-time town manager.** This is nothing new to the town. That the business manager role, competently handled by Mr. Schiro, appears to have been downsized or eliminated increases the urgency for action to serve as a check on **single-person decision making**, resulting in **increased risk and the potential for unvetted, unsubstantiated, and unsupported decisions not in the best interests of the town.** Why is it so important to the future of Haymarket to hire a town manager? The following is not an exhaustive list but may help in considering next steps:

- The mayor continues in the role of interim manager, which I voted to approve over 18 months ago primarily as a short term, stop-gap measure. I would not have done so had I known this would still be the case
- The selected candidate would serve as an independent and objective manager, analyzing issues of policy, plans, and proposals, while providing options and recommendations to advance the town's interests
- A town manager would begin to restore a level of checks and balances, not currently in place, that is integral to principled government
- The town manager position would deconflict an administrative function from a political role. Commingling of roles conflicts with the vision of a professional and independent staff reporting to the council
- To be successful, the town manager needs to be brought up to speed. Time permits to do so now but the window is getting shorter
- If the mayor decides not to run or decides to run again but loses in 2020, there will be a vacuum that will need to be filled. Why wait?

It is my wish that you find these comments helpful and accept them as constructive or at least something to consider. George Bernard Shaw once wrote, "Progress is impossible without change, and those who cannot change their minds cannot change anything." I hope you consider these words as you continue to lead the town over the next 17 months and for the remainder of your term.

Warm regards,

Joe

Joseph R. Pasanello, MBA
Former Vice Mayor and Councilmember
6895 Track Court

Haymarket, VA 20169-4911
914.224.4649
jcpasa@comcast.net

Communication: Citizen's Letters (Citizen's Time)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Harrover Park Playground Proposal

Summary:

The Planning Commission has created an Action Item List for this Fiscal Year to work towards Activating the Park Space. One of the items the Commission has tasked the Planner with is developing a Playground Proposal for the Town Park. Please find attached options for the playground. One additional handicap accessible option will be sent to Council, upon receipt from Playspec, approximately 1/03/2019.

Based on previous discussions with the Planning Commission we have chosen to go with the Wood Fiber Material for the immediate future due to the costs. As additional funding becomes available for the Park future phases can include replacing the ground cover with a permanent rubber material.

The equipment presented in each proposal allows for a variety of users to include infancy through school aged children, as well as those with limited accessibility. Option 2 and 3 each offer a piece of equipment that is handicap accessible while allowing for inclusive play with other children. Options for a wheelchair accessible swing are still being priced out as the company we are currently working with does not offer this type of swing.

Additional phases for the playground can be developed so that over time the Town can implement other active and passive activities.

The current proposals fall within the current Harrover Park Budget of \$63,000. The proposals have been designed to allow for a playground that meets the community's needs while staying within budget and keeping in mind the other park expenses that occur throughout the year.

Following discussions with the Town Council, the Town Planner recommends approval of funding for the Town Playground. Following approval of funding the Town Planner will

finalize the playground plans and begin to work through the site plan review phase, with intentions to have the playground built by early summer.

Draft Motion:

“I move the Town Council to appropriate funds for the Harrover Park Playground for Option (1, 2 or 3) and not to exceed --- insert dollar amount for preferred option or round up to nearest even amount --- .”

Or

Other Motion



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: February 27, 2019
SUBJECT: Washington Street Streetscape Tress

Summary:

Per the request of Mayor, I would like to discuss the streetscape trees for Washington Street. Of those planted, a majority of them are damaged, leaning or in poor condition and need replacement. In addition, we have lost a number of trees due to vehicle accidents, high winds, and poor maintenance practices. With the money from the Historic Commission for the Streetscape, I propose we invest in replacing our street trees. It has been requested we consider planting Crepe Myrtles as the new street tree. Several other properties in Town already have these trees planted along Washington Street and the coordination will benefit the Town's beautification and unity along main street.

Draft Motion:

"I move the Town Council to approve funding for the replacement and replanting of the street trees along Washington Street. The street tree shall be --- Insert type of tree and flowering color if appropriate --- ."

Or

Other Motion



Roberto Gonzalez
Town Treasurer

MEMORANDUM

TO: Town Council
FROM: Roberto Gonzalez
DATE: February 28, 2019
SUBJECT: Town Council & Board pay policies

Summary:

To review current pay structure of Town Council and Board members for monthly meetings.



Town Council Pay Structure Policies

Policy #20140902-2

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.

Adopted this 2nd Day of September 2014

ATTEST:

Jennifer Preli, Town Clerk