



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, October 1, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Swearing In - Susan Edwards

3. Invocation - Brian Johnson, St. Thomas UMC

4. Pledge of Allegiance

5. Citizen's Time

6. Consent Agenda

A. Department Reports

- i. Police Report - Chief Eric Noble
- ii. Engineer's Report
- iii. Planner's Report
- iv. Building Official's Report
- v. Main Street Coordinator's Report
- vi. Treasurer's Report - Sherrie Wilson
- vii. Town Manager's Report - Brian Henshaw

B. Minutes Acceptance

- i. Committee - Police Chief Hiring - Committee - May 21, 2015 4:00 PM
- ii. Committee - Police Chief Hiring - Committee - Jul 9, 2015 4:30 PM
- iii. Mayor and Council - Regular Meeting - Aug 3, 2015 7:00 PM
- iv. Committee - Police Chief Hiring - Committee - Aug 5, 2015 5:00 PM
- v. Committee - Police Chief Hiring - Committee - Aug 6, 2015 5:00 PM
- vi. Mayor and Council - Work Session - Jul 27, 2015 5:00 PM
- vii. Committee - Personnel - Committee - Aug 20, 2015 12:00 PM
- viii. Mayor and Council - Special Meeting - Aug 31, 2015 4:30 PM
- ix. Mayor and Council - Regular Meeting - Sep 8, 2015 7:00 PM
- x. Mayor and Council - Special Meeting - Sep 17, 2015 6:00 PM

7. Agenda Items

- A. Breast Cancer Awareness Month
- B. Pedestrian Improvements Grant
- C. Berkley Group Proposal

8. Councilmember Time

- A. Matt Caudle
- B. Susan Edwards
- C. Steve Aitken
- D. Chris Morris
- E. Joe Pasanello
- F. Kurt Woods
- G. David Leake

9. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 10/01/15

ATTACHMENTS:

- 10-2015 Police Report (PDF)
- Crime Report Table August 2015 (PDF)

Activity	August	June	July
Mileage	4946	3659	4926
Parking Tickets	1	39	13
Uniform Traffic Summonses	77	43	72
Criminal Felony	1	0	2
Criminal Misdemeanor	25	7	26
Reports	15	9	16
Complaints/Incidents	59	31	77
Crashes	11	3	6
Hours Worked	1311.95	1171	1244.15

Haymarket Police Department Staff participated in the following:

- National Night Out
- VA Oaks parade and Open House
- Chris Yung School Dedication
- Donna attended DMV Grant Mandatory Workshop

Incident or Complaint Types:

Suspicious Persons	2	Suspicious Vehicles	7
Trespassing	1	Hit and Run	1
Assist other Agency	16	Crashes	11
Domestic Disputes	1	Motorist Assist	9
Assault	0	Welfare Check (Child)	1
Citizen Assist	1	Traffic Obstruction	3
Alarms	1	Parking Violation	3
Disorderly	0	BOL	4
Vandalism	1	Shoplifting	1
Business Check	4	Larceny	2
Foot Patrol	11	Burglary	0
Open Door	1	Missing Person (Juv)	1
Emerg. Cust. Order	1	Runaway	0
Medical Emergency	0	Fire	0
Drugs	2	DUI	4
DUID	0	Solicitor	2
Public Intoxication	1	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	1	Disabled Vehicle	0
RR Crossing Problem	0	Panhandling	0
Annoy/Threat Calls	0	Identity Theft/Fraud	0
Contributing to minor	3	False ID to Police	0
Possible Gunshot	0	Civil Dispute	0
Medical Call	0	Barking Dogs	2
Possible Gas Leak	0	Animal Call (Cruelty)	1
Inmate Transfer	0	Suicide Threat	0
Lock Out of Vehicle	0	Pedestrian Struck	0
911 Hang Up	1	Animal Bite (Dog)	0
Text while driving	1	Checking Detail (License)	0
Weapon Violation	0	Indecent Exposure	0
Fireworks Violation	0	Loitering	0
Fugitive from Justice	1	Noise Violation	1

HAYMARKET POLICE DEPARTMENT MONTHLY SUMMARY OF KEY INCIDENTS AND ARRESTS – AUGUST 2015

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
DUI	08/01/2015	10:07 pm	Washington & St Paul	Traffic stop for erratic driving resulted in 1 adult male arrest for DUI
Hit and Run	08/02/2015	1:30 pm	Costello Way (Foster's Grille)	Report of hit and run with damage. 1 adult male issued warrant.
Domestic Abuse/Verbal	08/19/2015	5:53 am	14900 Blk. Washington St.	Officer responded to report of domestic. Upon making contact it was determined no assault had taken place. Advice provided.
DUI with Refusal	08/22/2015	12:15 am	Washington & Leaberry	Traffic stop for defective equipment resulted in 1 adult male arrest for DUI and Refusal to submit to breath test.
Possession of Marijuana	08/24/2015	12:15 am	Washington & Hunting Path	Traffic stop for defective equipment resulted in 1 adult male arrest for Possession of Marijuana.
Vandalism	08/27/2015	Unknown	14800 Blk Greenhill Crossing	Officer responded to report of vandalism by egging. Unknown person(s) threw eggs at residence. Investigation ongoing.
Attempted Larceny	08/27/2015	6:45 pm	Expert Cleaners, Leaberry Way	Officer responded to report of attempted larceny by adult male. Investigation ongoing.
Possession of Marijuana	08/30/2015	3:41 am	166 W On ramp	Traffic stop for speeding resulted in 1 adult male arrest for Possession of Marijuana.
DUI and Reckless Driving	08/28/2015	7:56 pm	Jefferson & Jordan Lane	Officer responded to report of reckless driver. While speaking with complainant officer witnessed same. Traffic stop resulted in 1 adult male arrest for Reckless Driving and DUI.
DUI	08/30/2015	1:36 am	166 W and Route 15	Traffic stop for signal light violation resulted in 1 adult male arrest for DUI.
Fugitive from Justice	08/26/2015	11:54 pm	Trading Square Plaza	Suspicious vehicle check behind Starbucks resulted in 1 adult male arrest for outstanding out of state warrant.
Drug Overdose	08/29/2015	NA	6700 Blk Fayette Street	Officer responded to report of adult female drug overdose. Female transported to hospital. Investigation ongoing.
Possible Drug Overdose	08/31/2015	8:07 pm	6800 Blk Fayette Street	Officer responded to report of possible overdose by adult female. Upon contact officer found female coherent and compliant. Taken to treatment facility.

(This contains key events and should not be considered all-inclusive. Traffic crashes are not normally included)

Attachment: Crime Report Table August 2015 (2568 : Police Report)



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 10/01/15

Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All progress invoices have been received.
- While the final invoice has not been prepared at this time due to some outstanding coordination with the Contractor, it appears that the project will come in approximately \$140,000 +/- under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- At a meeting with Finley on July 22, Finley stated they are interested in negotiating a settlement on the Liquidated Damages. I advised that their attorney contact our attorney to discuss.
- The Town Attorney is coordinating with Finley's attorney.

Bridge over Railroad Tracks on Route 15

- Prince William County is applying for funding through HB2 (federal funding) to design and construct a bridge over the railroad tracks on Rte 15.
- VDOT has requested that the Town pass a resolution of support for the County to design and construct this bridge to accompany the funding application, which is due December 1.
- I will coordinate with the Town Attorney to formulate this resolution of support and present it at the November Town Council meeting.

Transform 66 Outside the Beltway (HOT Lanes) Public Meetings

- VDOT is holding public meetings for the Transform 66 Outside the Beltway to show the preferred alternative and to provide the latest information on their recommendation to implement the project in phases.
- The meetings closest to the Town will be Tuesday, October 20 at the VDOT Northern Virginia District Office in Fairfax and Wednesday, October 21 at Piney Branch Elementary School in Bristow.
- The meetings run from 6:30 pm to 8:30 pm with a presentation at 7:00 pm. The Tuesday, October 20 presentation will be live streamed at 7:00 pm at Transform66.org.

Caboose Enhancement Project

- This project is to construct an ADA accessible deck and install landscaping at the Caboose.
- After receiving no bids on the original advertisement and much coordination with VDOT on how to proceed, we reached out the Genesis Consulting and Contracting to provide a bid. They were the only Contractor to pick up bid documents in the original advertisement.
- On Wednesday, September 23 at 12:30 pm we held a public bid opening. We received the one bid from Genesis in the amount of \$24,407.
- The next steps are for the Town Engineer to prepare the Request to Award for VDOT (this should be submitted by next week). Then after receiving the Approval to Award, I will bring the bid to Town Council for the actual award.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 10/01/15

Ongoing Projects

- Installation of curb, gutter, sidewalk, and utilities along Bleight Drive is scheduled to begin with the next few weeks. The developer has coordinated with VDOT and will notify the Town when work is scheduled. The work should take 4 to 6 weeks. The developer will also be installing orange fencing along the east side of Bleight Drive to separate the work from the playground / park areas at QBE.
- Construction plans for the Ice Rink Expansion are under review. Work is anticipated to begin later this fall.
- I'll be meeting with the building official and Ms. Pardo-Cohen on October 3 to discuss potential reuse of the existing structure at 14881 Washington Street (blue house). The ARB previously approved a partial demolition of the structure.

Development Review

- Revised Chick-Fil-A site plan / special use permit materials were submitted the week of September 22 and are under review by staff.
- Resubmission of the Sheetz site plan / special use permit is anticipated by the end of September. The ARB approved revisions to proposed signs and alternate light fixtures for interior parking lot lighting.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 10/01/15

Thought the past few months have been quiet, this trend is about to end with construction soon to commence on Bleight Drive for the Villages of Haymarket Phase II project, Ice-Plex second building, and Chick-Fil-A.

Permits Issued: No Permits were issued

Certificates of Occupancy Issued:

Walk thru for items revealed in the initial inspection at Frontier Kitchen have been corrected, and a temporary CO has been provided to allow for PWC Health to perform their inspections.

I have been in contact with the owner of the Cigar Shop, and he will arrange to have an Occupancy Inspection once his store is set up.

Inspections:

September 3: Inspected the installation of handrails at 6660 Fayette Street, this work was approved, and this deck is now in compliance.

Document Review:

Submitted plans for Ice Plex Addition are under review by our engineering staff. And the delivery of Permit Applications is expected shortly.

Chick-Fil-A has submitted their plans and these are now under review.

Actions: Currently no actions are underway by this department.

Recommendations: This office has no recommendations for the council at this time.

A pre-construction meeting for Bleight Drive, Village of Haymarket Phase II, was attended, though at this juncture most of the concerns are with the street closure and site and utility work.

End of Report, submitted on September 24, 2015.



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 10/01/15

Haymarket Day 2015

The Town of Haymarket hosted its 27th annual Haymarket Day on Saturday, September 19th. This year's theme was, "Haymarket... Everyone's Hometown."

- Our Grand Marshal this year in honor of our theme, was our Town's historian Sarah Turner represented by her son James Shepard and his wife Robyn Shepard
- We also honored Sarah Jagels winner of the "If I Were Mayor" contest.
- Novant Health was on site with their mammography van giving out information on mammogram screenings.
- Evergreen Volunteer Fire and Rescue was on site with their ladder truck.
- Novant Health sponsored a misting tent in the park area next to the Museum.
- Imagine Entertainers conducted face painting in the "kids' zone."
- Metro Photo and Allure Artistry were in the "teen zone"
- Live dance and fitness demonstrations by various gyms & dance companies.
- Estimated attendance between 12,000 - 18,000

Civil War Exhibit "Blue & Grey... 150 Years"

The Haymarket Museum will have its first Civil War exhibit every weekend starting Saturday, August 8th thru Sunday, October 4th. The exhibit will commemorate the 150th anniversary of the most divided time in history of our nation. Visitors will get the opportunity to learn about the role Haymarket played during the Civil War and how it affected the people of the "Town." Read the diary of Haymarket enlister, William Randolph Smith, of company F of the 17th Regiment of the VA Infantry as well as letters sent home from other enlisted soldiers. You'll see on display many of the items used in the "day and life" of a soldier. Also on display will be replicated Union and Confederate jackets and hats.

National Breast Cancer Awareness Month

In honor of National Breast Cancer Awareness month, the Museum will be lit "Pink" for the entire month of October. The Town has extended an invitation to Jackie Glen, Breast Center Program Coordinator for Novant Health to participate in our October 1st Town Council meeting and the Museum lighting it "Pink" ceremony.

Ceremony date TBD.

A Stitch in Time... Haymarket Quilters

Exhibit dates are October 10th through November 1st. Details TBD.

Museum Visitors

Haymarket Day - 300+



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 10/01/15

- The current year Profit & Loss report is attached.
- Real Estate Tax bills will be going out around the first part of October. The due date for taxes is 12/5/2015. There are currently only three parcels that still owe delinquent Real Estate Taxes. That total is around \$3100.00.
- The Audit is complete. The Auditors seemed pleased with the books. There are a few items that our CPA, Mary Earhart, was requested to complete. Once that is done the Auditors will complete the Audit, and we can hopefully report to the Town Council in November.
- It has recently come to the Treasurers attention that the Town has been collecting a 10% Meals Tax Late Fee on any Restaurant/Caterer that was late paying their monthly Meals Tax. The Town Ordinance however only mentions a 10% per annum fee, which equates to slightly less than 1% per month (.83). This 10% Late Fee amount was put on the Meals Tax declaration form in 2007 by the Treasurer at that time. At this time, per the Town Attorney and the State Code, we only need to go back two years to issue refunds to those that have paid the 10% monthly fee. According to the records, the amount that needs to be refunded to several businesses will be \$586.93. The current Meals Tax form has been changed to reflect the correct penalty according to the Town Ordinance. And letters will be sent out to the Restaurants with notification of this change.

ATTACHMENTS:

- Profit and Loss Statement 9-23-2015 (PDF)

3:40 PM
09/23/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	1,028.27	292,000.00	0.4%
Public Service Corp RE Tax	0.00	9,000.00	0.0%
Interest - All Property Taxes	92.30		
Total GENERAL PROPERTY TAXES	1,120.57	301,000.00	0.4%
OTHER LOCAL TAXES			
Sales Tax Receipts	26,071.05	130,000.00	20.1%
Meals Tax - Current	119,822.41	450,000.00	26.6%
Consumer Utility Tax	24,222.45	120,000.00	20.2%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	777.09	176,000.00	0.4%
Cigarette Tax	41,453.25	220,000.00	18.8%
Total OTHER LOCAL TAXES	212,346.25	1,121,000.00	18.9%
PERMITS,FEES & LICENESES			
Occupancy Permits	200.00	500.00	40.0%
Inspection Fees	720.00	7,000.00	10.3%
Other Planning & Permits	10,500.00	30,000.00	35.0%
Application Fees	425.00	2,000.00	21.3%
Motor Vehicle Licenses	720.00	1,000.00	72.0%
Total PERMITS,FEES & LICENESES	12,565.00	40,500.00	31.0%
FINES & FORFEITURES			
Fines	6,798.09	48,000.00	14.2%
Total FINES & FORFEITURES	6,798.09	48,000.00	14.2%
REVENUE - SPONSORED TOWN EVENTS	35,457.17	65,000.00	54.5%
MISCELLANEOUS REVENUE			
Miscellaneous	55.00		
Total MISCELLANEOUS REVENUE	55.00		
MISCELLANEOUS			
Earnings on VACO/VML Investment	135.39		
Sale of Salvage & Surplus	0.00	0.00	0.0%
Recovered Costs- Private Events	0.00	5,000.00	0.0%
Interest on Bank Deposits	2,820.03	100.00	2,820.0%
Penalties (Non-Property)	0.00		
Citations & Accident Reports	415.00	1,000.00	41.5%
Total MISCELLANEOUS	3,370.42	6,100.00	55.3%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	20,723.40	84,100.00	24.6%
Suite 200 Rental Income	1,207.50	4,830.00	25.0%
15020 Wash St Rental Income	10,679.49	42,735.00	25.0%
6630 Jefferson St Rental Income	5,620.00	41,055.00	13.7%
Town Hall Rental Income	575.00	1,200.00	47.9%
Total RENTAL (USE OF PROPERTY)	38,805.39	200,770.00	19.3%
REVENUE FROM COMMONWEALTH			
Communications Tax	30,848.43	120,000.00	25.7%
Department of Fire Programs	0.00	41,200.00	0.0%
599 Law Enforcement Grant	7,092.00	28,334.00	25.0%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	1,007.19	4,500.00	22.4%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
REVENUE FROM COMMONWEALTH - Other	534.00		
Total REVENUE FROM COMMONWEALTH	59,623.29	214,034.00	27.9%
REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	22,645.00	250,000.00	9.1%
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00	0.0%
Total REVENUE FROM FEDERAL GOVERNMENT	22,645.00	288,500.00	7.8%

Attachment: Profit and Loss Statement 9-23-2015 (2566 : Treasurer's Report)

3:40 PM
09/23/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
TRANSFER OF CASH RESERVES	0.00	1,178,499.00	0.0%
Total Income	392,786.18	3,463,403.00	11.3%
Gross Profit	392,786.18	3,463,403.00	11.3%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	5,600.00	32,100.00	17.4%
FICA/Medicare	-6,832.93	2,000.00	-341.6%
Unemployment Insurance	94.82	1,350.00	7.0%
Mileage Allowance	0.00	750.00	0.0%
Meals and Lodging	404.53	2,500.00	16.2%
Convention & Education	2,880.00	5,000.00	57.6%
Total 11100 - TOWN COUNCIL	2,146.42	43,700.00	4.9%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	60,527.19	243,600.00	24.8%
Salaries/Wages - Overtime	2,841.83	8,000.00	35.5%
Salaries/Wages - Part Time	14,780.50	92,700.00	15.9%
FICA/Medicare	13,188.18	22,165.00	59.5%
VRS	3,896.98	15,660.00	24.9%
Health Insurance	11,834.86	46,772.00	25.3%
Life Insurance	436.01	3,151.00	13.8%
Disability Insurance	487.49	2,600.00	18.7%
Unemployment Insurance	46.73	2,550.00	1.8%
Worker's Compensation	500.00	350.00	142.9%
Liability Insurance	8,689.00	9,000.00	96.5%
Accounting Services	3,115.83	8,000.00	38.9%
Cigarette Tax Administration	1,076.97	4,000.00	26.9%
Printing & Binding	2,416.80	8,000.00	30.2%
Advertising	2,809.00	10,000.00	28.1%
Computer, Internet & Website Svc	5,964.25	30,000.00	19.9%
Postage	727.58	4,500.00	16.2%
Telecommunications	1,152.21	4,500.00	25.6%
Mileage Allowance	336.95	2,500.00	13.5%
Meals & Lodging	1,751.28	5,000.00	35.0%
Convention & Education	3,265.00	15,000.00	21.8%
Discretionary Fund	525.23	2,000.00	26.3%
Books, Dues & Subscriptions	1,385.00	2,000.00	69.3%
Office Supplies	1,188.22	4,500.00	26.4%
Capital Outlay-Machinery/Equip	0.00	25,000.00	0.0%
66900 - Reconciliation Discrepancies	0.00		
Miscellaneous	107.79		
Total 12110 - TOWN ADMINISTRATION	143,050.88	571,548.00	25.0%
12210 - LEGAL SERVICES			
Legal Services	21,138.84	90,000.00	23.5%
Total 12210 - LEGAL SERVICES	21,138.84	90,000.00	23.5%
12240 - INDEPENDENT AUDITOR			
Auditing Services	0.00	16,000.00	0.0%
Total 12240 - INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 - ADMINISTRATION	166,336.14	721,248.00	23.1%

Attachment: Profit and Loss Statement 9-23-2015 (2566 : Treasurer's Report)

3:40 PM
09/23/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	91,313.83	359,000.00	25.4%
Salaries & Wages - Overtime	4,707.68	12,000.00	39.2%
Salaries & Wages - Part Time	2,548.67	10,500.00	24.3%
FICA/MEDICARE	7,270.51	23,000.00	31.6%
VRS	4,401.50	22,385.00	19.7%
Health Insurance	16,661.88	81,700.00	20.4%
Life Insurance	847.02	3,505.00	24.2%
Disability Insurance	558.00	2,250.00	24.8%
Unemployment Insurance	0.00	2,600.00	0.0%
Workers' Compensation Insurance	9,110.00	6,900.00	132.0%
Line of Duty Act Insurance	1,554.00	1,550.00	100.3%
Legal Services	3,297.52	15,500.00	21.3%
Repairs & Maintenance	1,297.80	8,000.00	16.2%
Advertising	0.00	150.00	0.0%
Electrical Services	591.78	5,500.00	10.8%
Computer, Internet & Website	1,265.62	5,000.00	25.3%
Postage	101.54	300.00	33.8%
Telecommunications	2,702.50	9,000.00	30.0%
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00	92.3%
Mileage Allowance	0.00	300.00	0.0%
Meals and Lodging	0.00	500.00	0.0%
Convention & Education	209.00	500.00	41.8%
Misc - Discretionary Fund	269.82	1,500.00	18.0%
Books Dues & Subscriptions	2,704.00	6,000.00	45.1%
Office Supplies	361.38	4,000.00	9.0%
Vehicle Fuels	2,828.06	17,000.00	16.6%
Vehicle Maintenance/Supplies	3,314.23	27,000.00	12.3%
Uniforms & Police Supplies	4,078.10	8,000.00	51.0%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	2,365.00	53,000.00	4.5%
Total 31100 - POLICE DEPARTMENT	174,007.44	707,090.00	24.6%
34100 - BUILDING OFFICIAL	1,555.00	50,000.00	3.1%
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	0.00	40,200.00	0.0%
Total 32100 - FIRE & RESCUE	0.00	40,200.00	0.0%
Total 03 - PUBLIC SAFETY	175,562.44	797,290.00	22.0%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	19,777.98	80,000.00	24.7%
Total 43200 - REFUSE COLLECTION	19,777.98	80,000.00	24.7%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	19,083.04	65,200.00	29.3%
Maint Svc Contract-Pest Control	770.00	1,500.00	51.3%
Maint Svc Contract-Landscaping	6,683.50	30,000.00	22.3%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	800.00	11,000.00	7.3%
Electric/Gas Services	2,247.63	10,000.00	22.5%
Electrical Services-Streetlight	762.46	5,200.00	14.7%
Water & Sewer Services	244.70	1,000.00	24.5%
Janitorial Supplies	316.79	1,000.00	31.7%
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	1,394.72	2,500.00	55.8%
Total 43100 - MAINT OF 15000 Wash St./Grounds	32,302.84	168,400.00	19.2%
Total 04 - PUBLIC WORKS	52,080.82	248,400.00	21.0%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	23,273.34	65,000.00	35.8%
Total 71110 - EVENTS	23,273.34	65,000.00	35.8%

Attachment: Profit and Loss Statement 9-23-2015 (2566 : Treasurer's Report)

3:40 PM
09/23/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
72200 - MUSEUM			
Salaries & Wages - Part Time	0.00		
Advertising	151.50	2,000.00	7.6%
Postage	0.00	100.00	0.0%
Telecommunications	332.72	1,500.00	22.2%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	153.55	200.00	76.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	-105.91	800.00	-13.2%
Exhibits & Programs	567.10	3,000.00	18.9%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
Total 72200 - MUSEUM	1,098.96	18,600.00	5.9%
Total 07 - PARKS, REC & CULTURAL	24,372.30	83,600.00	29.2%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	898.20	6,000.00	15.0%
FICA/Medicare	0.00	850.00	0.0%
Consultants	0.00	30,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,500.00	0.0%
Convention/Education	500.00	2,000.00	25.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81100 - PLANNING COMMISSION	1,398.20	41,150.00	3.4%
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	885.00	5,500.00	16.1%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	885.00	9,150.00	9.7%
Total 08 - COMMUNITY DEVELOPMENT	2,283.20	50,300.00	4.5%
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	172,410.85	189,065.00	91.2%
Total 95100 - DEBT SERVICE	172,410.85	189,065.00	91.2%
Total 09 - NON-DEPARTMENTAL	172,410.85	189,065.00	91.2%
94100 - WASH ST. ENHANCEMENT PROJECT			
Maintenance/Beautification	1,475.00	50,000.00	3.0%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	1,475.00	50,000.00	3.0%
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	0.00	38,500.00	0.0%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00	0.0%
TOWN CENTER MASTER PLAN			
Construction	14,625.00	500,000.00	2.9%
Architectural/Engineering Fees	407.10		
Total TOWN CENTER MASTER PLAN	15,032.10	500,000.00	3.0%
HARROVER MASTER PLAN			
Construction	0.00	300,000.00	0.0%
Architecture/Engineering Fees	1,000.00	75,000.00	1.3%
Drafting of Plan	0.00	0.00	0.0%
Total HARROVER MASTER PLAN	1,000.00	375,000.00	0.3%
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	21,090.00	250,000.00	8.4%
Total PEDESTRIAN IMPROVEMENT PROJECT	21,090.00	250,000.00	8.4%

Attachment: Profit and Loss Statement 9-23-2015 (2566 : Treasurer's Report)

3:40 PM
09/23/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
General Reserve	0.00	160,000.00	0.0%
Total Expense	631,642.85	3,463,403.00	18.2%
Net Ordinary Income	-238,856.67	0.00	100.0%
Net Income	<u>-238,856.67</u>	<u>0.00</u>	<u>100.0%</u>

Attachment: Profit and Loss Statement 9-23-2015 (2566 : Treasurer's Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 10/01/15

Action Items:

Authorize Public Hearing - Charter Change:

- Draft Charter included in packet.
- Council may wish to discuss this at this meeting or schedule a special work session if there are distinct questions about the Charter amendments.
- Council is being requested to advertise and hold a public hearing at the regular October meeting.

Town Center Project:

- The architect will be at the work session to present the “**Conceptual Layout**” of the office.
- The architect met with the Public Facilities Committee on Monday, Sept. 21st.
- The architect is working on the “front elevation” and will be working with the ARB at their October meeting to present some conceptual designs. The ARB will recommend their preference to the Council.
- The Preliminary Site Plan is still being reviewed “in-house” and the comments should be out within the week.

Jefferson Street Project/ Funding:

- Town Engineer, Holly Montague will provide and update and request to sign a waiver to additional expenses.
- Waiver and additional expenses have been presented to Public Facilities and Finance Committees and both committees have recommended forwarding item to Council.

Berkley Group Proposal- 3 Phase Re-write of Comp. Plan, Zoning Ord. and Subd. Ord.:

- Recommendation and Report included in packet.
- Authorization to move forward with Phase 1.

Updates:

Contrucci Taking Appraisal:

- I am authorizing Bob Dively, our Land Use Attorney for the Streetscape Project to proceed with the appraisal for the Contrucci Taking.
- Below is a recap from Mr. Dively of the case and proceedings:
 - This case has been scheduled for a jury trial on April 18-19, 2016 in the Prince William County Circuit Court.
 - The most frustrating issue is that we have no idea how much money the owner wants. The owner only tried to use the taking as leverage for zoning concessions.
 - On April 4, 2011, the Town Council adopted an amended resolution to acquire by eminent domain/condemnation a permanent easement, a utility easement, and a temporary construction from the property located at 14900 Washington Street, Haymarket, VA and owned by Haymarket 1, LLC.
 - Before proceeding further, the Town made a final offer to settle for \$9,070. The offer was rejected.

- A Certificate of Take for \$7,000 was subsequently recorded on April 20, 2011. Said amount was deposited with the Court Clerk. The amount was based on the updated appraisal by Richard Deeds.
- Despite repeated attempts, negotiations never got anywhere. The owner constantly insisted on zoning concessions and a parking layout for this and a contiguous property owned by a separate business (Haymarket 2, LLC) without going through a consolidation process.

Business Appreciation Month:

- We will be wrapping up Business Appreciation Month by mailing out the certificates and distributing the plaques acknowledging each business's tenure within the Town.

Quiet Zone:

- All grant funded safety improvements have been completed at Route 15 and the grant funded safety improvements will be performed within the next 6-8 weeks at Jefferson Street and Route 55.
- At this point the only issues left to address in order to declare a "Quiet Zone" install a Power Out Indicator (POI) at the Thoroughfare RR crossing and install signage denoting the Quiet Zone.
- The committee is moving forward on these next steps and will approach PWC officials about possible funding for the POI installation at the Thoroughfare RR Crossing.

PC Training Update:

- Commissioner Leake will be attending the Certified Planning Commissioner Course in Hampton Roads next week and will wrap up the course in December.
- There is also a local training event being put on by the Berkley Group and Sharon Pandak. Below is information. If you are interested, please let me know immediately.
 - The Berkley Group, in partnership with Sharon Pandak (a premier Virginia land use attorney), is pleased to announce a Planning Commission workshop that will be conducted on November 5th from 1-4pm, at the Center for the Arts at Hopkins Candy Factory in Manassas (9419 Battle Street). Snacks and drinks will be provided.
 - This training was requested by several localities after May's BZA workshop, and is being offered to your locality's Planning Commissioners and planning staff. The training is geared toward Planning Commission land use matters and duties.
 - This training will act as a primer for Planning Commission members and should not be considered a substitute for the Certified Planning Commissioner Program offered by the Land Use Education Program (LUEP).
 - This training will cover topics including:
 - Legislative Authority
 - Comprehensive Plan
 - Zoning
 - Subdivision
 - Due Process
 - Case law
 - Other Land Use Tools
 - CIP
 - Proffers
 - Impact fees
 - Overlay Districts
 - More!
 - Planning Commission Duties & Responsibilities

ARB Training:

- I am currently working with Mr. David Edwards of the Virginia Dept. of Historic Resources to plan a training opportunity with the ARB.

VML Conference:

- The conference is in Richmond, VA, October 4-6.
- Attending the Conference this year will be Mayor Leake, Councilman Morris, Councilman Pasnello and Brian Henshaw, Town Manager.



Police Chief Hiring Committee

Committee

<http://www.townofhaymarket.org/>

~ Minutes ~

Brian Henshaw
703-753-2600

Thursday, May 21, 2015

4:00 PM

Council Chambers

1. Call to Order

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

2. Agenda Items

A. Agenda Item (ID # 2382)

Chief of Police Job Description

COMMENTS - Current Meeting:

Also Present:

William (Bill) Hunt, Citizen

Bradley Marshall, Citizen

Mike Manning, Citizen

A. Chief Job Description:

- Mr. Henshaw asked the committee to introduce themselves and their interest in serving on the committee.
- Mr. Henshaw briefly explained that the task for the committee at this meeting was to discuss and finalize the Haymarket Police Chief Job Description.
- Mr. Henshaw and Chief Smith took the liberty to come up with a working draft for the committee to utilize as a starting point.
- The committee briefly discussed what they believed were the critical elements to be included in the job description.
- The committee felt that the salary scale should also be included.
- Mr. Henshaw stated that he was currently working on a complete salary scale for every Town position and that he would include the salary and benefits into the job description and send out the revisions from this meeting to the committee prior to advertisement of the position.
- The committee discussed possible ways to increase the probability of receiving highly qualified applicants. Chief Smith offered to the committee that there could be individuals that are highly qualified, such as he was that are currently retired, but might be interested in a contracted position. The committee agreed that this could open the door for more highly qualified applicants. Mr. Henshaw stated that he would include it into the job description in the salary and benefits portion of the job description.
- The committee expressed that they felt it was important for the position and job description stress the importance of supervisory experience, education and the importance of understanding of working with other regional or local departments.
- The committee discussed the various locations that the ad should be advertised at. This included FBI National Academy Sites, VACP, VML, VLGMA, and FOP of Virginia. The

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- Town's website would also feature the advertisement and an ad was run in the local newspaper.
- Mr. Henshaw informed the committee that the Town would run the advertisement for three (3) weeks and that all applications and resumes would be due to the Town Office June 19th, 2015 by 3pm.
 - The committee decided that they would schedule their next meeting to deliberate over the received resumes and interest in the position.

Having no additional business, the committee adjourned the meeting at 6:25 p.m.

ATTACHMENTS:

- Chief of Police Job Description (PDF)



Police Chief Hiring Committee

Committee

<http://www.townofhaymarket.org/>

~ Minutes ~

Brian Henshaw
703-753-2600

Thursday, July 9, 2015

4:30 PM

Town Hall Conference Room

1. Call to Order

Town Manager Brian Henshaw: Present, Councilman Kurt Woods: Present, Councilman Chris Morris: Present, Interim Chief of Police Greg Smith: Present.

2. Agenda

A. Agenda Item (ID # 2558)

Review & Deliberate Chief Applications/Resumes

COMMENTS - Current Meeting:

Also Present:

William (Bill) Hunt, Citizen

Bradley Marshall, Citizen

Mike Manning, Citizen

Call to Order:

Mr. Henshaw called the meeting to order at 4:30pm.

Agenda Items:

A. Review of Police Chief Applications/ Resumes:

- Mr. Henshaw reminded the committee that per their direction, Chief Smith and Mr. Henshaw had pre-screened the fifty-five (55) received applications. Mr. Henshaw explained that the criteria utilized to perform the pre-screening process were the following requirements:
 - o Ability to be Virginia DCJS certified
 - o College Degree (preferably in criminal justice)
 - o Supervisory experience
- The committee agreed and Mr. Henshaw did reiterate that the entire committee did receive every application/ resume submitted and that if any committee member wished to include an applicant that did not make the pre-screening, could be included by the search committee.
- The committee proceeded to narrow the down the applicants to five (5) highly qualified individuals to select for interviews.

Having no additional business, the committee adjourned the meeting at 8:25 p.m.

Minutes Acceptance: Minutes of Jul 9, 2015 4:30 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 3, 2015

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

2. Invocation

Moment of silence for Phil Swinford
Invocation by Kurt Woods

3. Pledge of Allegiance

4. Citizen's Time

Jim Kraut - Representing the Masonic Lodge Charitable Foundation

He is here this evening to request a temporary occupancy permit for his tenant who has invested a significant amount of money in occupying the building they own behind the lodge. He would like to have occupancy prior to Haymarket Day.

Jonathan Buck, Archery Coach Reagan Middle School.

The Reagan Archery Team is the 2015 World Champions. They are very proud of this victory they are only in their 3rd year of existence. Represent the Town of Haymarket. Hope to continue to participate in events in town and do shooting. Would like to find a place in a town facility. Diligence to Prosper is the motto. One tournament in NY this coming weekend. Mayor Leake acknowledges that they are in need of sponsorship and recognizes their hard work and success. The Mayor requests that consideration of sponsorship for this team be added as an agenda item this evening.

5. Consent Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Caudle, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Matt Caudle, Kurt Woods, Joe Pasanello, Steve Aitken
ABSENT:	Pam Swinford, Chris Morris

A. Minutes Acceptance

- i. Mayor and Council - Special Meeting - Jun 10, 2015 7:00 PM
- ii. Mayor and Council - Work Session - Jun 29, 2015 5:00 PM
- iii. Mayor and Council - Regular Meeting - Jul 6, 2015 7:00 PM

B. Department Reports

- i. Police Report - Greg Smith, Interim Chief of Police
- ii. Main Street Coordinator's Report - Denise Hall
- iii. Town Engineer's Report - Holly Montague
- iv. Treasurer's Report - Sherrie Wilson

C. 2473 pulled from Consent

D. Award of Lease of Public Lands to Operate Electric Power

Minutes Acceptance: Minutes of Aug 3, 2015 7:00 PM (Minutes Acceptance)

6. Agenda Items

A. Initiate Zoning Text Amendments

Move to adopt Resolution 2015-010:

RESOLUTION TO INITIATE CONSIDERATION OF ZONING TEXT AMENDMENTS (ZTA#20140220) TO CHAPTER 58 (ZONING) OF THE CODE OF THE TOWN OF HAYMARKET, VIRGINIA, ON BEHALF OF STEICO, INC. (AKA SHEETZ)

WHEREAS, certain zoning text amendments have been submitted for consideration by the Town Council pursuant to the provisions § 15.2-2286(A)(7) of the Code of Virginia and § 58-422 of the Code of the Town of Haymarket, Virginia;

WHEREAS, the Town Council may consider such petitions in furtherance of the purposes of zoning as set out in § 15.2-2283 of the Code of Virginia and to further implement the Town's Comprehensive Plan;

NOW, THEREFORE, BE IT RESOLVED that the Town Council states its intention to consider amending Chapter 58 of the Code of the Town of Haymarket, Virginia, to adopt new provisions on the following matters:

1. Amend § 58-260, Requirements for Special Uses, to remove the requirement that special use permits within the Limited Industrial District I-1 shall be applied for annually;
2. Amend § 58-258, Special Uses, to permit "Quick Service Food Store, as accessory use to Service Station with fuel sales with repairs under roof" within the Limited Industrial District I-1;
3. Amend § 58-344, Industrial Signs, to permit Service Station signs;
4. Amend § 58-1, Definitions, to implement the proposed text changes;
5. Initiate revisions to other Sections of Chapter 58 of the Code of Haymarket, Virginia, as may be necessary to ensure that these amendments are fully implemented and achieve the full intent of this Resolution;

AND BE IT FURTHER RESOLVED that the Town Council, pursuant to § 58-425 of the Haymarket Town Code, hereby refers these matters to the Planning Commission to consider whether these amendments are in furtherance of the public necessity, convenience, general welfare, and good zoning practice; to consider whether these amendments are consistent with the Town's Comprehensive Plan; to consider the impact of these amendments on the services, character, and needs of the community; to prepare draft amendments for consideration; and for the Planning Commission's recommendation in regard to these matters referred.

Discussion: *Councilman Woods asks if the Town Planner has any concerns about these text amendments. Mr. Schneider responds that no he does not. Sheetz is just moving faster than our sign ordinance revisions.*

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

B. Sponsorship of Reagan Middle School Archery Team

The Mayor asks how the Council feels about a potential sponsorship. Vice Mayor Aitken recommends that this matter come in the form of a request and presentation. The Mayor reminds that in 2014 a similar presentation came before Council from the Bull Run Middle School Robotics Team that was honored. Councilman Pasanello congratulates the team and asks how the Council handled this the last time but he does recommend a process be followed. Councilman Caudle appreciates the amount of time the Coach puts into teams like this; he does

Minutes Acceptance: Minutes of Aug 3, 2015 7:00 PM (Minutes Acceptance)

believe a procedure should be followed but would love to help. The Mayor recommends that their request be placed on next month's agenda

C. Dominion Virginia Power 230 KV Transmission Lines

Councilman Pasanello reminds that the Prince William County Board of Supervisors will be considering a resolution tomorrow evening regarding the Gainesville/Haymarket Dominion VA Power 230 kV Transmission Lines & Substation Information.

D. Town Properties

This matter has been forwarded to facilities committee.

E. Mr. Ring Residency

Mr. Ring has served the Town as a member of both the Planning Commission and the Architectural Review Board. The Town Council invited Mr. Ring this evening to give him an opportunity to be heard with regard to the question of his residency. Councilman Woods thanked Mr. Ring for coming and stated that Mr. Ring received letters from the Mayor outlining council's concerns. Councilman Woods reiterates that members of the planning commission and the architectural review board are required to be residents of the Town. Councilman Woods reiterates that it is Council's current understanding that Mr. Ring has moved and no longer resides in the Town. Councilman Woods explains that Council would like to give Mr. Ring an opportunity to present his position and any information he thinks would be relevant for Council to consider. Mr. Ring says the letters he has received from the Town regarding this are contradictory. He says the first letter said he is no longer a resident and the next letter said he may no longer be a resident. Mr. Ring says he is very concerned that the Town is withholding his paycheck for the meetings he attended. Councilman Woods states that council is simply concerned with residency and that if Mr. Ring has any information contrary to the information Council has, he would like to hear that information. Mr. Ring says he does not know what information the Town may or may not possess. He says the Town has not defined residency and asks whether council is arbitrarily defining residency. Mr. Ring says that when Councilwoman Swinford ran for the first time, she occupied a house in Haymarket but was not a resident of Virginia and couldn't be seated and with respect to the ARB, the Town took no action, so it is his view that the Town's action indicates that residency is not that important.

Councilman Woods notes that Mr. Ring has asked what information the Town has. Councilman Woods continues that the information the Town has is as follows: that on or about June 19th Mr. Ring purchased a home at 13103 Ginger Court in Manassas and that the home where he previously resided, 14920 Greenhill Crossing Drive is listed for sale. In addition, on or before July 1, 2015 Mr. Ring's family moved from Haymarket to their new home on Ginger Court in Manassas. Mr. Ring states that some of that information is incorrect and he believes irrelevant. He says that he actually owns three homes. Mr. Ring queries whether ownership of a home defines residency and says he doesn't think so.

The Mayor asks if Mr. Ring has anything additional that he'd like Council to know. Mr. Ring says he'd like a dialogue. Councilman Woods says that Mr. Ring was invited to have that dialogue and to present information as to why he believes he is still a Town resident. Councilman Woods asks Mr. Ring whether he has any evidence or information. Mr. Ring says he has given it. Mr. Ring says he would like a definition of residency. Mr. Ring says he does not believe residency has anything to do with where one physically resides. Councilman Pasanello asks Mr. Ring where he lays his head down at night. Mr. Ring asks for a definition of residency saying it has not been defined.

Councilman Woods asks if legal counsel can define residency. Ms. Cohen states that the meaning of residency is addressed in the law, but like many other terms in the law, it is dealt with on a case-by-case basis depending on the facts. She explained that council's job is to ensure that all members of the Town's boards are qualified for that position in accordance with the state's statutory requirements. Ms. Cohen explained that council must look at what the law says regarding residency but that determination is made with knowledge of the facts, so the questions being directed to Mr. Ring are to ascertain the facts. She explained that the law is then applied to the facts. Mr. Ring states that his driver's license says Haymarket, he is registered to vote in Haymarket, he receives his mail in Haymarket, yet he does own three homes. The Mayor asks whether the three homes are in Haymarket and Mr. Ring said they are not.

Councilman Woods asks where Mr. Ring sleeps at night. Mr. Ring says he has three houses and depending on where he is he sleeps in all three. Councilman Pasanello asked whether other than the house in Haymarket that is for sale, Mr. Ring owns other property in Haymarket. Mr. Ring says he does not. Councilman Pasanello asks whether when the house in Haymarket is sold, will Mr. Ring still be a resident. Mr. Ring acknowledges that when the house is sold, he will not be a resident. Mayor Leake

asks Mr. Ring is there is any additional information to provide. Mr. Ring wants to know when he will get his paycheck. Mr. Ring says he attended the meetings and did his duty and where he lays his head at night is irrelevant and that the Town is withholding his pay. Councilman Caudle said he believes it is not irrelevant where Mr. Ring sleeps. Councilman Caudle said the law is clear that resides means lives and does not have to do only with where you own. He said the intent of the state code is that a resident is someone who lives permanently in a certain locality in order to be able to act on behalf of its citizens. Councilman Caudle explained that council has had a dialogue with Mr. Ring and if it is determined that he lives in the Town, Councilman Caudle is sure Mr. Ring will get paid. Councilman Caudle reiterated that the purpose of having Mr. Ring come tonight was to allow him to be heard on the issue. Mayor Leake thanked Mr. Ring for the facts he presented and for coming tonight.

F. Town Manager's Report - Brian Henshaw

The Town Manager thanks the Council for the opportunity to attend the Senior Executive Institute. He reminds that he was able to offset the cost with a scholarship.

G. Appropriate Public Safety Capital Expenditure

Move to appropriate and authorize the expenditure of \$15,000 from the line item Capital Fund Expenditure/Machinery for the purchase of permanent speed indicator signs.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Matt Caudle, Kurt Woods, Joe Pasanello, Steve Aitken
ABSENT:	Pam Swinford, Chris Morris

H. Request to Waive Spending Policy

The Town Council had directed staff to remove brush and overgrowth at the Harrover properties. The Town Manager engaged Genesis Contracting to perform this service and unfortunately did not receive an estimate until July 21st, when he was at his conference. He does believe he acted in the best interest of the Town. roject had begun the Town Manager found out that the service would be approximately \$13,000. Since the project had already begun, the Town Manager authorized the project to continue to move forward.

Vice Mayor Aitken is not complaining about Genesis' rate structure. His bigger concern is the estimate was not detailed enough to understand the magnitude or scope of work. The Town Manager reminds that there is no one on staff who has the expertise to put together the scope of work, which is where it should be coming from.

Councilman Caudle comments that the property looks fantastic and that the crew was there from 7am - 5pm. As the Town moves onto bigger projects, he thinks there needs to be a more formal process. The number is irrelevant, but anytime we know there is going to be a cost overrun, ahead of time, we should have a process to follow. We're responsible to citizens for oversight. WE have to answer for it. We answer to the people. More formal process, line item, and if know ahead of time cost overrun, let Mayor or designated person know. Cleanup is 10 years over due.

Councilman Woods wants the Town Manager to know that they are not trying to point fingers we are just trying to work through these bumps. We don't want bureaucratic red tape but we are government and sometimes it has to happen. We do have a responsibility to our citizens that the finances are managed well.

Move to appropriate \$15,000 from the FY 2016 Adopted Budget, Line Item CIP: Harrover Property: Construction, it is further moved to authorize the expenditure of \$12,925 to Genesis Contracting & Consulting for the Landscaping Brush Clean-Up as presented by Genesis dated 07/22/2015 (attached) by suspending the adopted Spending Policy POL#20140707 and waiving the requirement of a formal bid process.

Minutes Acceptance: Minutes of Aug 3, 2015 7:00 PM (Minutes Acceptance)

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

I. Salary Adjustment Proposal

Move to adopt the Salary Adjustment Proposal as presented this evening and that the adjusted salaries should be retroactive to July 1, 2015

Discussion: *Councilman Caudle asks how soon the Town Manager can get the adjustments to the Police Department Administrative Assistant. The Town Manager believes that the PD Admin position could be changed administratively and thinks the position should have the title of Administrative Assistant II. Putting recommended action for these positions as well. 5% higher footnote for supervisor position. This was for all Supervisor positions. Footnote for COP and TM.*

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

J. VRE Extension Study

Move to adopt Resolution #2015-011 in support of a Gainesville-Haymarket VRE Extension Study

WHEREAS, the citizens of the Town of Haymarket are affected by transportation issues related to the I-66 Corridor, particularly the severe traffic congestion faced by citizens commuting from the Town to points east; and

WHEREAS, VRE is conducting a study for an 11-mile extension of its Manassas Line through Gainesville to the general vicinity of VA Route 15 near Haymarket; and

WHEREAS, the VRE System Plan 2040 identified the Gainesville-Haymarket extension as a priority to expand regional mobility, given the extensive residential and commercial growth in western Prince William County; and

WHEREAS, prior studies examined the opportunities and benefits of extending commuter rail service to the Gainesville-Haymarket area and the I-66 Corridor; and

WHEREAS, VRE, working in conjunction with the Norfolk Southern Railway, the Virginia Department of Rail and Public Transportation, Northern Virginia Transportation Authority, Prince William County and other stakeholders, launched the current analysis to build on those prior studies; and

WHEREAS, the current Gainesville-Haymarket Extension Study will investigate service plans and station locations and assess possible environmental effects; and

WHEREAS, VRE has announced that it will be conducting a series of public meetings and workshops throughout the course of the study, that it seeks input from the community; and

WHEREAS, Council believes it is in the best interests of the citizens of the Town of Haymarket to obtain as much information as possible about the potential extension of the VRE; and

WHEREAS, completion of the current VRE study will enable Council and the citizens of the Town to more fully understand and analyze the issues involved in extending rail service;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in

regular session this 3rd day of August, 2015, that the Council does hereby support VRE's conducting of the Gainesville-Haymarket Extension Study and looks forward to engaging with citizens to review, analyze and comment on the study's findings and proposals.

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

7. Closed Session

A. Enter into Closed Session

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

A7. 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 concerning legal analysis of VA §15.2-2212, Qualifications, appointments, removal, terms & compensation of members of the local planning commission

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

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.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Caudle, Woods, Pasanello, Aitken, Leake
ABSENT:	Pam Swinford, Chris Morris

C. Ring Residency

The following information has been presented to the Council:

That on or about June 19th Mr. Ring purchased a home at 13103 Ginger Court in Manassas, VA. That the house where Mr. Ring previously resided at 14920 Greenhill Crossing Drive in the Town of Haymarket is listed for sale. That on July 1st Mr. Ring and his family moved from the Greenhill Crossing address in Haymarket to their new home in Ginger Court in Manassas and that the Rings furnishings have been moved from the Haymarket address. When asked whether he would be a resident of the Town of Haymarket after the sale of the house at Greenhill Crossing Drive, Mr. Ring indicated that he would not. The facts presented to the Council therefore have led the Council to conclude that Mr. Ring is no longer a resident of the Town and therefore the requirements of VA §15.2-2212 of the Code of Virginia, that a member of the Planning Commission be a resident of the Town and of the Town Code section 58-556, that a member of the Architectural Review Board be a resident of the Town have not been satisfied and therefore I hereby declare that Mr. Ring's seat on the Planning Commission and his seat on the ARB both were vacant as of the last meeting of the ARB and the Planning Commission on June 15th and 16th respectively and that the Town is not authorized to issue town funds for attendance by someone other than a qualified member of such Board or Commission.

8. Councilmember Time

A. Chris Morris

- Councilman Morris is absent this evening

B. Kurt Woods

- Nothing to add this evening

C. Matt Caudle

- Nothing to add this evening

D. Steve Aitken

- Nothing to add this evening

E. Joe Pasanello

- Contacted by a former council member, get together and talk about Quiet Zone and do an update.
- He would like to discuss the Council's election cycle. He thinks we should bring that matter back up.
- September is Blood Cancer Awareness Month and he will be presenting a proclamation for the Council's consideration at the September meeting

F. Pam Swinford

- Councilwoman Swinford is absent this evening

G. David Leake

- Reminder: Tomorrow evening is National Night Out
- The Mayor dovetails on Councilman Pasanello's request to adopt September 2015 as blood cancer awareness month. He recommends that we perhaps light the museum in red and promote the meaning.

9. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Aug 3, 2015 7:00 PM (Minutes Acceptance)



Police Chief Hiring Committee

Committee

<http://www.townofhaymarket.org/>

~ Minutes ~

Brian Henshaw
703-753-2600

Wednesday, August 5, 2015

5:00 PM

Council Chambers

1. Call to Order

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

2. Agenda Items

A. Agenda Item (ID # 2559)

Interview Candidates

COMMENTS - Current Meeting:

Also Present:

William (Bill) Hunt, Citizen

Bradley Marshall, Citizen

Captain Dawn Harmon, PWC PD

Call to Order:

The meeting was called to order at 5:00pm.

Agenda Items:

A. Interviews of Three Candidates for the Chief of Police:

- The search committee held their first of two consecutive days of interviews for the Chief of Police position.
- The committee went into closed session to interview three candidates for the position of Chief of Police.

Having no additional business, the committee adjourned the meeting at 7:40 p.m.

Minutes Acceptance: Minutes of Aug 5, 2015 5:00 PM (Minutes Acceptance)



Police Chief Hiring Committee

Committee

<http://www.townofhaymarket.org/>

~ Minutes ~

Brian Henshaw
703-753-2600

Thursday, August 6, 2015

5:00 PM

Council Chambers

1. Call to Order

Mayor David Leake: Present, Councilman Kurt Woods: Present, Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present, Interim Chief of Police Greg Smith: Present.

2. Agenda Item

A. Agenda Item (ID # 2560)

Interview Candidates

COMMENTS - Current Meeting:

Absent:

Mike Manning, Citizen

Also Present:

William (Bill) Hunt, Citizen

Bradley Marshall, Citizen

Captain Dawn Harmon, PWC PD

Call to Order:

The meeting was called to order at 5:00pm.

Agenda Items:

A. Interviews of Two Candidates for the Chief of Police:

- The search committee held their second of two consecutive days of interviews for the Chief of Police position.
- The committee went into closed session to interview two candidates for the position of Chief of Police.

B. Deliberation of Interviews:

- The committee deliberated over the performance of the five candidates for the position of the Chief of Police.
- After a healthy discussion, the committee forwarded their top candidate and two alternates to the Town Council for consideration.

Having no additional business, the committee adjourned the meeting at 8:03 p.m.

Minutes Acceptance: Minutes of Aug 6, 2015 5:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 27, 2015

5:00 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 5:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Absent, 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. Action Items

A. Request to Waive Spending Policy

The Mayor asks that this matter be placed on the regular meeting agenda so that the Town Manager can be present for the discussion

B. Mr. Ring Residency

Mr. Ring is unable to attend tonight's meeting. He requested the matter to be taken up at the regular meeting on August 3, 2015.

C. Enter into Closed Session

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

A7. 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 concerning legal analysis of VA §15.2-2212, Qualifications, appointments, removal, terms & compensation of members of the local planning commission

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

D. 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.

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

E. Directive

Move to direct the Town Attorney to proceed as discussed in closed session.

Minutes Acceptance: Minutes of Jul 27, 2015 5:00 PM (Minutes Acceptance)

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

3. Discussion Items

A. Town Council Draft Agenda

Action Items:

- Send a letter to NSR from TM about communication
- Look into buying the trash cans for the western ends of Town.
- Sign up Pasanello for VML
- Move regular October meeting to October 1st Thursday
- Sign up Mayor for VML Conference (including Mayor's Institute)
- Add history of raises add to CASA agenda item, add to motion retro to July 1, Strike note A
- Mayor establishes Municipal Wi-fi committee, Jennifer to be the chair
- Town Manager to invite Dominion VA Power to TC work session in August
- VRE support resolution of the study to September meeting
- Add Ring residency matter to regular meeting agenda for August 3rd

4. Adjournment



PERSONNEL COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Thursday, August 20, 2015

12:00 PM

Council Chambers

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 12:00 PM

Councilman Kurt Woods called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Agenda

A. Review of Chapter 3&4 of Draft Employee Handbook:

- Mr. Henshaw briefly went over the draft chapters 3 & 4 of the Employee Handbook.
- Mr. Henshaw suggested rather going over each chapter; it might be easiest if the committee review and mark up copies of the chapter and return them to Mr. Henshaw.
- Chairman Woods agreed and requested that comments be turned into Mr. Henshaw by the Work Session on Monday, August 31st.

B. CASA in Action/ Reclassification of Position in PD:

- Mr. Henshaw took the opportunity to clarify the Salary Matrix in order to verify that the committee understood that the Matrix was only created for the purposes of the CASA and that future increases would not necessarily match that of the years of service represented within the salary matrix, but would be merit or performance base from this point forward.
- The committee also reviewed the job description of the Administrative Assistant II/ Police Department Administrative Assistant position.

C. Chief Selection Process Update:

- Mr. Henshaw briefly updated the committee on the Chief Selection process and explained the interview process.
- Chairman Woods explained to Councilman Pasanello the reasoning with regard to the committee's recommendation to only interview one top candidate.
- Councilman Pasanello added that he felt that to interview only one candidate did not make sense from a HR perspective, and that this is based off his organizational experience of over 38 year career, Furthermore, he felt that this was the Council's decision, not that of a selection committee and that procedurally interviewing two to three candidates was more appropriate. He reminded the committee that he had previously stated this opinion in previous open council meetings and that this opinion was reflected by the majority of the Council members.
- Mr. Henshaw explained that while the Chief selection committee stands behind their recommendation all three candidates are slated to be interviewed by the Council.

D. Investing in our Community:

- Mr. Henshaw introduced the topic as it applies to the idea of providing incentives to local businesses or potential businesses interested in locating within the Town or encouraging clean up and blight removal to make their businesses more viable.
- The committee discussed the topic in general and agreed that the Council as a whole needs to address these issues.
- Mr. Henshaw expressed that whereas the Town has not offered such incentives in the past, most successful jurisdictions have had to offer such concessions in order to promote positive growth in economic development.

Minutes Acceptance: Minutes of Aug 20, 2015 12:00 PM (Minutes Acceptance)

- The committee discussed the topic for a while and talked how it related to an ARB decision the previous evening with regard to demolition. In general, the committee wishes to support preservation but at the same time realized that some structures are beyond saving.
- Mr. Henshaw offered to the committee that it is possible that the other boards are not recognizing the current Councils vision, but pointed out that the vision has not changed out of the Town's Comprehensive Plan and that the Comp. Plan should be the guiding document for the Town's appointed and elected boards.
- The committee anticipates the topic being forwarded to the Council at large and intends to discuss more in upcoming committee meetings.



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 31, 2015

4:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 4:30 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Move to enter into closed session pursuant to VA §2.2-3711
A(1) Discussion and consideration of prospective candidates for the chief of police position.

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

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.

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Aug 31, 2015 4:30 PM (Minutes Acceptance)

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Aug 31, 2015 4:30 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 8, 2015

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

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. Invocation - Tim MacGowan, Living Hope EPC

Pastor MacGowan offers this invocation this evening

3. Pledge of Allegiance

4. Presentations & Announcements

A. Ronald Reagan Middle School Archery Team - Mayor Leake

The Town Council recognizes the Ronald Reagan Middle School Archery Team for their world championship win in Nashville, TN. Mayor Leake & Vice Mayor Aitken provide a certificate of recognition to each team member.

B. Staff Appreciation - Brian Henshaw

The Town Manager has designated the week of August 21-29 as staff appreciation week. This evening he is recognizing employees with more than 5 years of service with the Town.

C. September - Blood Cancer Awareness Month - Councilman Pasanello

The Council proclaims September as Blood Cancer Awareness Month & September 15, 2015 Lymphoma Awareness Day.

D. Business Appreciation - Denise Hall

The Town Council proclaims September as business appreciation month.

5. Citizen's Time

Brett Frye

He is opening a business in the Town and is here this evening asking for the Council's consideration of a temporary occupancy permit

6. Consent Agenda

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

A. Minutes Acceptance

- i. Committee - Finance - Committee - Feb 18, 2015 2:00 PM
- ii. Committee - Personnel - Committee - Feb 18, 2015 12:00 PM
- iii. Mayor and Council - Work Session - Feb 23, 2015 5:00 PM
- iv. Mayor and Council - Work Session - Apr 27, 2015 5:00 PM
- v. Committee - Events - Committee - Jun 25, 2015 10:00 AM
- vi. **pulled from Consent**
- vii. Committee - Public Facilities - Committee - Jun 15, 2015 4:00 PM
- viii. Committee - Personnel - Committee - Jun 24, 2015 12:00 PM

Minutes Acceptance: Minutes of Sep 8, 2015 7:00 PM (Minutes Acceptance)

- ix. Committee - Finance - Committee - Jun 24, 2015 2:00 PM
- x. Committee - Public Facilities - Committee - Jul 14, 2015 4:30 PM
- xi. Mayor and Council - Special Meeting - Jul 14, 2015 7:00 PM
- xii. Committee - Finance - Committee - Jul 22, 2015 2:00 PM
- xiii. **pulled from Consent**
- xiv. Committee - Public Facilities - Committee - Aug 17, 2015 4:30 PM
- xv. Committee - Finance - Committee - Aug 19, 2015 2:00 PM
- xvi. **pulled from Consent**
- B. **pulled from Consent**
- C. **2524 pulled from Consent**
- D. **2530 pulled from Consent**

7. Agenda Items

A. Department Reports

- i. **Building Official's Report - Joe Barbeau, Jr.**
- ii. **Police Report - Greg Smith, Interim Chief of Police**
- iii. **Town Manager's Report - Brian Henshaw**
- iv. **Engineer's Report - Holly Montague, PE**
- v. **Town Planner's Report - Marchant Schneider**
- vi. **Main Street Coordinator - Denise Hall**
- vii. **Treasurer's Report - Sherrie Wilson**

B. Aid to Localities - Disbursement of Fire Funds

C. Outdoor Events Ordinance

Move to adopt Ordinance #2015-008 amending Chapter 15 Outdoor Events Section 17 as it relates to exceptions to the permit requirement for Governmental Events and Large properties.

Discussion: *Councilman Caudle asks if this ordinance precludes events such as the groundbreaking for Corporal Dandrea? The Town Manager informs that the amendment before the Council this evening takes care of issues such as this. Since Mr. Landry's property has more than 3 acres it is understood that it is a natural gathering place. Councilman Caudle also asks what if a spontaneous gathering of neighbors occur, would they need a permit. The Town Manager does not believe that is the intent of the ordinance. Councilman Caudle hopes that this amendment cleans up most of the unintentional consequences. Councilman Morris asks how this relates to our plans to move forward with the Harrover Property? There will be instances that an event at Harrover will require a permit.*

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

D. Meal's Tax Holiday

Move to adopt Ordinance 2015-009, an ordinance to waive meals tax on September 19th through 20th, 2015, set by Section 42-186 of the Code of Ordinances for the Town of Haymarket. This applies to the Town's tax on food and beverages.

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

E. Charter Amendments

The Mayor has asked that this matter be pulled from this evening's agenda and moved to the September 28, 2015 work session agenda.

F. Fiscal Impact Policy

The Town Planner briefs the Town Council on this policy. When a rezoning comes in that asks for increased density most jurisdictions put a number on what the additional impacts would be. The policy assesses a dollar amount on fire/rescue. The Council does not need to take action on this policy. He is presenting it this evening for informational purposes only.

G. Haymarket Lodge Occupancy Request - Marchant Schneider

Move that the Town Council approve a temporary occupancy permit to Hay Market Charitable Foundation for 900 square feet of commercial retail use at 6710 Madison Street, EXPRESSLY CONDITIONED UPON THE FOLLOWING:

- a. Temporary occupancy will not be permitted by the Building Official and a zoning permit will not be issued by the Zoning Administrator until Building Official requirements for tenant up-fit are fully implemented and compliant with an approved building permit.
- b. Approval of a site plan to accommodate the area of temporary occupancy shall be diligently pursued by the property owner.
- c. Construction of the site improvements required by the final site plan shall be completed by September 8, 2016.

An occupancy permit for the retail use will be issued by the Building Official upon completion of the required site improvements. Failure of the property owner to complete the required site improvements within the timeline prescribed above will result in the revocation of the temporary occupancy permit and a zoning violation notice will be issued to the property owner and tenant.

H. Harrover Property Plan

Tonight the staff is presenting the recommendations from the Planning Commission and the Architectural Review Board with regard to the master plan for the Harrover Property.

I. Dominion Virginia Power 230 KV Transmission Lines

Councilman Pasanello reads aloud a letter from Chairman Corey Stewart & the Prince William Board of County Supervisors sent a letter to Dominion VA Power. The letter stresses that the board will only support the I-66 Hybrid Alternative.

J. Councilwoman Swinford Update

The Mayor announces that Mrs. Swinford has put in her resignation. He asks that the Town Clerk advertise the vacancy. The Town Attorney has spoken with the Election Board and it has been determined that the appointment can serve through the term of June 30, 2016, once the Circuit Court signs off on the request not to hold a special election.

K. Council directive

Vice Mayor Aitken asks that the Council direct the Town Manager approach the Chairs of the ARB & the Planning Commission to each draft their own Code of Ethics.

L. Committee - Personnel - Committee - Aug 20, 2015 12:00 PM

RESULT:	TABLED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Aitken

M. Mayor and Council - Work Session - Jul 27, 2015 5:00 PM

RESULT:	TABLED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Aitken

N. Mayor and Council - Regular Meeting - Aug 3, 2015 7:00 PM

RESULT:	TABLED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Aitken

O. ARB & Planning Commission

8. Councilmember Time

A. Chris Morris

- He thanks the Town Manager for redistributing the trash cans throughout Town.

B. Joe Pasanello

Nothing this evening

C. Matt Caudle

- He thanks Marchant for his hard work on the Harrover master plan and his efforts for the preservation of the buildings
- He thanks the Town Manager for taking the lead on updating the Outdoor Events Ordinance

Minutes Acceptance: Minutes of Sep 8, 2015 7:00 PM (Minutes Acceptance)

- He thanks Councilwoman Swinford for her service and that he is praying for Phil Swinford
- D. **Steve Aitken**
Nothing this evening
- E. **Kurt Woods**
Nothing this evening
- F. **David Leake**
- He reminds that Denise sent out a request for help for Haymarket Day
 - He was in Ireland last month and was able to meet the Mayor of Belfast
 - He visited a Town of Vienna Council meeting where they adopted and proclaimed September Blood Cancer Awareness month

9. Closed Session

A. Enter into closed session

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

A(1) to discuss or consider interviews of candidates for employment or appointment and salary or other compensation of a specific employee

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	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.

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

C. Directive

Council directs the Town Attorney to proceed as discussed in closed session this evening. Also to direct the Mayor to proceed with the salary adjustment as discussed in closed session.

10. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Sep 8, 2015 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, September 17, 2015

6:00 PM

Council Chambers

A Special Meeting 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.

1. Call to Order

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

2. Agenda Items

A. Appointment of Council Member

Mayor Leake asks for nominations from Council for the appointment of a resident to the vacancy on the Town Council.

Move to nominate Susan Edwards to serve on the Town Council for the unexpired term of July 1, 2014 through June 30, 2016

The Mayor asks Mrs. Edwards to take a seat at the dais.

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

B. Swearing in & Introduction of Eric S. Noble, Chief of Police

Move to appoint Eric S. Noble as full-time Town Sergeant and Chief of Police of the Town of Haymarket, effective September 14, 2015 at a starting annual salary of \$80,000

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Matt Caudle, Chris Morris, Joe Pasanello, Steve Aitken
ABSENT:	Kurt Woods

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Sep 17, 2015 6:00 PM (Minutes Acceptance)

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Sep 17, 2015 6:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Breast Cancer Awareness Month
DATE: 10/01/15



TO: Town of Haymarket Town Council
 SUBJECT: Pedestrian Improvements Grant
 DATE: 10/01/15

BACKGROUND

- Congressman Gerry Connelly obtained for the Town a Transportation Earmark, VDOT Project 0055-233-045 UPC 97735 for Pedestrian Improvements in the amount of \$499,915. Unlike Enhancement Grant funding where there is an 80% reimbursement rate, this Transportation Earmark is 100% reimbursable.
- Coordinating with Town Council, it was determined to use these funds to design and construct a shared use path on the west side of Jefferson Street to tie into and extend the shared use path that VDOT is constructing on the Old Carolina Bridge as part of the I-66 Widening Project.
- Design of the project has been on-going and is at the point where the project has been submitted to VDOT for Right of Way review. This means the design is approximately 3/4 complete.

ISSUE

- When preparing the updated project estimate as part of the Right of Way submission, the total project cost came in at \$543,000. This is \$43,085 above the available funding. VDOT has stated the Town needs to enter into a new Locally Administered Project Agreement where the Town agrees to pay the additional \$43,085 at 100% (no reimbursement).
- VDOT is withholding reimbursements to the Town until a new Locally Administered Project Agreement is signed.

ENGINEER COMMENTS

- There are two reasons for the increase in project costs:
 - Every 2-3 years, VDOT updates their unit price list to reflect inflation and actual bids received. This update came out right before generating the new construction estimate.
 - Approximately \$25,000 worth of drainage has been added to the construction estimate that crosses the Town Hall property that would have been included on the Town Hall project. The reason for this is because the water is flowing down Jefferson Street to the Town Hall property. Since this project will be constructed before the Town Hall project, this drainage must be constructed with this project. This will lower the Town Hall construction costs this same \$25,000. Since the costs are simply moved from one project to another, the net increase in costs is only approximately \$18,085.
- The current project costs are still just an estimate. Unknown at this time is the actual costs of Right of Way Acquisitions (it is possible that some people would be willing to donate the land for the increase in property value that the shared use path will provide or they could dig their heels in and ask for more money) and construction bid amount (if there is a lot of construction work available, construction prices tend to go up while if there is not a lot of work, prices tend to go down).
- Potential Funding Sources:
 - Meals Tax income
 - Underage from the Enhancement Project
 - Any Right of Way savings if someone donates property

- The portion that the Town will have to pay will not be until the end of the Construction Phase. The Construction Phase will not occur until FY17. Therefore, all the Town needs to do at this time is agree to pay the overage above the available Earmark Funding and sign a new Locally Administered Project Agreement. We will be able to budget for this money in the FY17 budget prior to the actual expenditure.
- The alternative to agreeing to pay the additional amount above the Transportation Earmark is to cancel the project. In that case, we would most likely need to re-pay the reimbursements to date (\$54,621).

COMMITTEE SUMMARY

- Both the Public Facilities Committee and the Finance Committee are in support of continuing the project, updating the Locally Administered Project Agreement with the additional \$43,095 obligation for the Town.

STAFF RECOMMENDATION

- Staff recommends the Town Council direct the Town Engineer and Town Manager to contact VDOT to update and sign the Locally Administered Project Agreement with the \$43,085 obligation for the Town to pay at 100%. Staff further recommends the Town Council direct the Town Engineer and Town Manager to budget this amount when preparing the FY17 Budget.



TO: Town of Haymarket Town Council
 SUBJECT: Berkley Group Proposal
 DATE: 10/01/15

ISSUE: Authorize Town Manager to sign agreement for Phase I Zoning Ordinance Re-write with Berkley Group.

BACKGROUND:

- In October of 2014, the Town hired the Berkley Group to provide On-Call Planning Services to the Town.
- One of the first projects the Berkley group worked on was a Planning Diagnostic that reviewed the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance for concurrence.
- The results of the study showed that all three documents were in need of immediate attention, with regard to updating and re-writing.

DISCUSSION:

- The Berkley Group has submitted a three phased approach to re-writing and organizing these guiding documents for the Town.
- There proposal can be reviewed following this report.
- On Wednesday, September 23rd, the Finance Committee reviewed the proposal and forwards a recommendation to for the Council to authorize the Town Manager to proceed with the project.
- It was discussed if this authorization should go through the Planning Commission, Mr. Henshaw advised the committee that at this point, the Planning Commission understands that these documents need to be addressed and that our consultants will be working with the PC throughout the process. This authorization only provides the catalyst to move forward with the project.

TOWN MANAGER'S COMMENTS: (September 24, 2015)

- These documents are vastly important to the guidance of the Town development and decisions and they need to be addressed as soon as possible.
- The administrative staff simply does not have the time or the resources in order to deliver these needed changes in a timely manner.

POTENTIAL QUESTIONS:

- How long will the process take?
- Will consultant be working directly with the Town Planner or other Administrative staff?
- Why start with the Zoning Ordinance first?
- How do the recent changes to the Parking Ordinance and the soon to be Sign Ordinance changes factor into a re-write?

Budget Impact:

The proposed is budgeted into the Community Development Budget for the current fiscal year. The Consultant will not exceed the budgeted amount. The Town will need to look to fund the continuation of the project in the '16-'17 fiscal budget if satisfied with the current work and direction of the project.

RECOMMENDATION:

Recommend that the Council authorize the Town Manager to enter into the agreement for Phase I of the Zoning Ordinance re-write.

MOTION:**Motion of Approval:**

I move to authorize the Town Manager to execute a contract proposal for Phase I- Zoning Ordinance with the Berkley Group.

Motion of Denial:

I move to deny because...

ATTACHMENTS:

- (2) Work Order 1 Task 3.1- Zoning Ordinance Phase I Update (PDF)



August 28, 2015

Mr. Brian Henshaw
Town Manager
15000 Washington Street
Haymarket, VA 20168

**RE: Work Order #1: Planning & Zoning Assistance
Task #3: Comprehensive Land Use Update
Subtask 3.1: Zoning Ordinance Update – Phase I**

Dear Mr. Henshaw:

We are pleased to present the associated scope and fee to assist the Town with a Phase I for a comprehensive update of the Town's land use tools, including the zoning and subdivision ordinances and comprehensive plan. Task (3.1) proposes to update a portion of the Zoning Ordinance in an initial phase. Subsequent phases would finalize Zoning and Subdivision revisions, with a final phase updating the Comprehensive Plan. If this scope of work is accepted, then a final timeline will be developed with staff for Task 3.1 that meets the Town's approval.

Should you or your staff have any questions related to this scope of work, please let me know.

Thank you for this opportunity to work with you and your staff to begin implementing the Comprehensive Land Use Diagnostic recommendations.

Sincerely,

Darren K. Coffey, AICP
Principal

I have reviewed the scope and fee for Task 3.1 and I hereby give the consultant notice to proceed for the work described herein in that Phase I Scope of Work.

Brian P. Henshaw, Town Manager

Date

Attachment: (2) Work Order 1 Task 3.1- Zoning Ordinance Phase I Update (2580 : Berkley Group Proposal)

I. WORK ORDER DESCRIPTION

Assisting the Town of Haymarket with variable planning and zoning tasks as needed.

II. SCOPE OF SERVICES

The Berkley Group will submit individual project scopes for planning tasks requested under this work order.

Task 3.1 – Zoning Ordinance Update Phase I

This subtask consists of revising portions of the Town of Haymarket’s Zoning Ordinance in a first phase. A second phase (Task 3.2) will complete the Zoning Ordinance update along with the Subdivision Ordinance, if desired. A third phase (task 3.3) would update the Comprehensive Plan. Task 3.1 includes:

- Amend the Zoning Ordinance in accordance State Code requirements
- Update the definition of terms article
- Clearly set forth the Town’s bonding procedures and requirements
- Properly utilizing commercial and industrial areas (including limiting non-industrial uses on industrial zoned properties)

III. SCHEDULE

The Zoning Ordinance Phase I Update (Task 3.1) can occur within a 6-8 month timeframe with the approval and support of the Town. Notice to Proceed is recommended for early September 2015 in order to ensure project completion by April 2016.

IV. FEE

The cost to perform these services is a fixed, lump sum fee outlined in the first section of the below Scope of Work. Any elements not specifically referenced in the Scope of Work such as zoning map revisions, illustrations, level of service and performance standards, are not included in this proposal and will be performed in the second phase of the zoning ordinance update. Non-direct costs are minimized and do not include print production of the Zoning a Ordinance revisions. A digital copy of the final document will be provided to the Town. More extensive hard copies can be produced at cost plus overhead if desired.

Haymarket Zoning Ordinance Scope of Work	
<i>Project Tasks</i>	<i>Cost</i>
Task 3.1 - Zoning Ordinance Update Phase I	
Kick-off Meeting with Town Staff	\$ 1,200
Amend the Zoning Ordinance in accordance State Code requirements	\$ 6,000
Update the definition of terms article	\$ 6,000
Clearly set forth the Town’s bonding procedures and requirements	\$ 1,200
Properly utilizing commercial and industrial areas (use evaluation/revisions)	\$ 3,600
Planning Commission Work Sessions (2)	\$ 2,400
Council/Commission Joint Work Session (1)	\$ 1,200
Ordinance Draft	\$ 4,800
PC / Council Public Hearings	\$ 2,400
Non-Direct Expenses (printing, travel, etc.)	\$ 1,200
Task 3.1 Not-to-Exceed Price	\$ 30,000
Task 3.2 - Zoning Ordinance Update Phase II/ Subdivision Ordinance	
Kick-off Meeting with Town Staff	\$ 1,200
Amend the Zoning Ordinance in accordance remaining zoning diagnostic recommendations	\$ 6,000
Zoning Map update	\$ 6,000
Illustrations	\$ 2,400
Levels of Service and Performance Standards for recommended uses	\$ 2,400
Planning Commission Work Sessions (2)	\$ 2,400
Council/Commission Joint Work Session (1)	\$ 1,200
Ordinance Draft	\$ 4,800
PC / Council Public Hearings	\$ 2,400
Non-Direct Expenses (printing, travel, etc.)	\$ 1,200
Task 3.2 Preliminary Estimate	\$ 30,000
Task 3.3 - Comprehensive Plan Update	
Kick-off Meeting with Town Staff	\$ 1,200
Conduct community meetings throughout the Town to receive input from Town residents and other stakeholders (up to 4 meetings)	\$ 7,600
Develop and implement a community survey (online) to engage citizens and gauge their satisfaction and thoughts in key areas [mySidewalk]	\$ 3,500
Conduct work sessions with the Planning Commission (up to 5) and joint work sessions with the Town Council and Planning Commission (up to 2)	\$ 11,500

Attachment: (2) Work Order 1 Task 3.1- Zoning Ordinance Phase I Update (2580 : Berkley Group Proposal)

Reorganize the Comprehensive Plan to make a more concise and reader friendly document	\$ 4,800
Using information from the community meetings and work sessions, edit and organize the goals, objectives, and strategies of the Comprehensive Plan	\$ 3,200
Prioritize the goals and objectives of the Comprehensive Plan and assign specific timeframes, possible stakeholders and strategies to the implementation plan	\$ 1,600
Edit the demographic information to what specifically relates to the goals, objectives and strategies of the Comprehensive Plan	\$ 2,400
Edit the existing Future Land Use Map to reflect any zoning changes and/or changes as requested through community meetings and work sessions	\$ 2,400
Planning Commission Work Sessions (2)	\$ 2,400
Council/Commission Joint Work Session (1)	\$ 1,200
Plan Draft	\$ 4,800
PC / Council Public Hearings	\$ 2,400
Non-Direct Expenses (printing, travel, etc.)	\$ 1,200
Task 3.3 Preliminary Estimate	\$ 50,200
Task 3 Estimated Total	\$ 110,200

Attachment: (2) Work Order 1 Task 3.1- Zoning Ordinance Phase I Update (2580 : Berkley Group Proposal)