



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, June 24, 2024

7:00 PM

Council Chambers

## I. Call To Order

## II. Pledge of Allegiance

## III. Agenda Items

1. Monthly Financial Report
2. GoGov App Presentation
3. Planning Commission Vacancy
4. Planning Commission Meeting Day Change
5. Draft Snow Removal Policy

## IV. Adjournment



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** June 20, 2024  
**Re:** CDAR Investment - Update

Per the October / November meeting Council had given the directive as Treasurer to make adjustment when needed to Town funds that could earn a higher interest return.

The original CDAR created has matured on June 11, 2024, earning an additional \$29,038.99 in 6 months (\$1,277,648.25 beg. Balance / \$1,306,687.24 ending balance.).

After discussions between the Town Manager, Finance Liaisons, and Treasurer these funds (\$1,306,687.24) have been reinvested into another CDAR for 6 months at a 4.46% APY rate. Currently the funds are not needed for the current and planned Town projects Council has directed staff to work on. Reinvesting the funds within the Town would also maintain the funds in our local branch, which assists in a higher Bank Franchise Tax return as well.

The new CDAR account will mature in Mid-December 2024, which is before the new Council would take over in January 2025.

“Everyone’s Home Town”  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

	Actuals	FY2024 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	447,701.64	455,783.00	98.2%	additional supplemental bills included
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	673.56	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,876.45	1,000.00	187.6%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>463,911.57</b>	<b>469,383.00</b>	<b>98.8%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	198,615.98	225,000.00	88.3%	collections up to April 2024
3120-01 · Bank Stock Tax	69,294.00	24,000.00	288.7%	Collected for FY2024 Collections for FY2024; delinquent collections in progress
3120-02 · Business License Tax	378,855.51	250,000.00	151.5%	
3120-03 · Cigarette Tax	137,294.91	140,000.00	98.1%	Collections up to May 2024
3120-04 · Consumer Utility Tax	106,839.16	158,000.00	67.6%	Collections up to April 2024
3120-05 · Meals Tax - Current	1,289,828.21	1,375,000.00	93.8%	collections on going for May 2024 taxes
3120-06 · Sales Tax Receipts	138,586.07	160,000.00	86.6%	collections up to March 2024
3120-07 · Penalties (Non-Property)	8,188.15	5,000.00	163.8%	
3120-08 · Interest (Non-Property)	1,431.31	0.00	100.0%	
<b>Development Revenue</b>				
Proffers	0.00	28,820.00		
<b>Total Development Revenue</b>	<b>0.00</b>	<b>28,820.00</b>		
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,328,933.30</b>	<b>2,365,820.00</b>	<b>98.4%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESSES</b>				
3130-01 · Application Fees	2,700.00	4,500.00	60.0%	
3130-03 · Motor Vehicle Licenses	573.00	1,000.00	57.3%	
3130-05 · Other Planning & Permits	10,065.00	15,000.00	67.1%	
3130-06 · Pass Through Fees	20,407.50	0.00	100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESSES</b>	<b>33,745.50</b>	<b>20,500.00</b>	<b>164.6%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	21,488.91	20,000.00	107.4%	Collections up to April 2024
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>21,488.91</b>	<b>20,000.00</b>	<b>107.4%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	17,183.19	13,500.00	127.3%	Collections up to May 2024
3150-03 · Interest on Bank Deposits	170,824.18	89,500.00	190.9%	Collections up to portion of May 2024
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>188,007.37</b>	<b>103,000.00</b>	<b>182.5%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	44,445.37	49,207.00	90.3%	
3151-08 · 15020 Washington Realty	56,771.88	56,772.00	100.0%	
3151-09 · 15026 Copper Cricket	24,338.64	24,338.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	35,838.36	35,838.00	100.0%	
3151-14 · Salman Home Realty Suite 204	6,160.00	5,600.00	110.0%	
3151-15 · Revolution Mortgage	7,744.00	7,099.00	109.1%	
3151-16 · Stirrup For Delegate 20	3,315.00	3,315.00	100.0%	
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>178,663.25</b>	<b>182,169.00</b>	<b>98.1%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-06 · DCJS Grant	12,000.00	12,000.00	100.0%	DCJS Grant
3160-01 · Public Safety	5,305.00	5,305.00	100.0%	Surplus sale of PD vehicle (Taurus)
<b>Total 3160-01 · Public Safety</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	29,100.00	25,600.00	113.7%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	92,083.49	80,000.00	115.1%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	22,843.30	12,000.00	190.4%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,793.26	12,500.00	94.3%	
3165-04 · Town Shirts	911.00	0.00	100.0%	

Attachment: FY2024 Actuals on 06.20.2024 (6652 : Monthly Financial Report)

3165-05 · Museum Revenue - Art	869.30	0.00	100.0%	Art Alliance
3165-06 · Town Hats	534.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>158,134.35</b>	<b>130,100.00</b>	<b>121.5%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	116.21	300.00	38.7%	
3180-01 · Citations & Accidents Reports	90.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	46,018.56	46,019.00	100.0%	\$45,518.56 for Stolen check reimbursed by VRSA
3180-05 · Recovered Costs - Private Events	600.00	300.00	200.0%	
3180 · MISCELLANEOUS - Other	45,562.13	0.00	100.0%	Fraudulent funds recovery from Bank
<b>Total 3180 · MISCELLANEOUS</b>	<b>92,396.90</b>	<b>46,619.00</b>	<b>198.2%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	36,484.00	36,144.00	100.9%	Quarterly grant
3200-04 · Car Rental Reimbursement	913.61	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	62,133.33	80,000.00	77.7%	collections up to February 2024
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-16 · DMV Grant	5,717.84	12,656.00	45.2%	DMV select reimbursement
3200-17 · LOLE Grant	579.00	4,393.00	13.2%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>140,859.90</b>	<b>163,120.00</b>	<b>86.4%</b>	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
<b>Total Income</b>	<b>3,623,446.05</b>	<b>4,444,493.00</b>	<b>81.5%</b>	
<b>Gross Profit</b>	<b>3,623,446.05</b>	<b>4,444,493.00</b>	<b>81.5%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	907.00	2,500.00	36.3%	
111002 · FICA/Medicare	1,256.12	2,000.00	62.8%	
111003 · Meals and Lodging	156.41	1,000.00	15.6%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	17,675.00	25,000.00	70.7%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>19,994.53</b>	<b>30,750.00</b>	<b>65.0%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	393,997.83	425,469.00	92.6%	
1211002 · Salaries/Wages - OverTime	2,268.45	3,500.00	64.8%	
1211003 · Salaries/Wages - Part Time	48,250.00	55,875.00	86.4%	
1211004 · FICA/Medicare	32,885.20	36,755.00	89.5%	
1211005 · VRS	27,347.52	39,480.00	69.3%	
1211006 · Health Insurance	50,777.40	63,963.00	79.4%	
1211007 · Life Insurance	5,193.78	5,075.00	102.3%	
1211008 · Disability Insurance	2,674.91	3,360.00	79.6%	
1211009 · Unemployment Insurance	859.61	5,995.00	14.3%	
1211010 · Worker's Compensation	279.75	481.00	58.2%	
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%	
1211012 · Accounting Services	5,228.00	8,300.00	63.0%	
1211014 · Printing & Binding	6,385.18	8,298.00	76.9%	
1211015 · Advertising	5,952.00	9,000.00	66.1%	
1211016 · Computer, Internet &Website Svc	21,833.36	28,550.00	76.5%	
1211017 · Postage	1,939.18	4,000.00	48.5%	
1211018 · Telecommunications	7,408.17	7,500.00	98.8%	
1211019 · Mileage Allowance	1,141.82	1,000.00	114.2%	
1211020 · Meals & Lodging	2,411.91	3,500.00	68.9%	
1211021 · Convention & Education	2,221.15	6,000.00	37.0%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	15,885.50	16,000.00	99.3%	
1211025 · Office Supplies	4,794.01	6,500.00	73.8%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	11,923.82	14,500.00	82.2%	
1211031 · Capital Outlay-Improvements	34,214.60	0.00	100.0%	CIP - Floor installation
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>705,390.15</b>	<b>778,504.00</b>	<b>90.6%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	69,140.79	96,702.00	71.5%	Services up to April 2024

Attachment: FY2024 Actuals on 06.20.2024 (6652 : Monthly Financial Report)

Total 12210 · LEGAL SERVICES	69,140.79	96,702.00	71.5%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	42,600.00	43.2%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	42,600.00	43.2%
Total 01 · ADMINISTRATION	812,925.47	948,556.00	85.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	471,039.87	516,406.00	91.2%
3110003 · Salaries & Wages - OT Premium	23,218.53	30,000.00	77.4%
3110013 · Salaries & Wages - OT Select En	4,281.05	10,000.00	42.8%
3110004 · Salaries & Wages - Holiday Pay	26,505.73	35,541.00	74.6%
3110005 · Salaries & Wages - Part Time	74,670.00	65,000.00	114.9%
3110007 · Salaries & Wages - DMV Grant	8,386.14	11,856.00	70.7%
3110012 · Salaries & Wages - PT Admin.	11,832.50	39,000.00	30.3%
3110020 · FICA/MEDICARE	46,284.85	54,148.00	85.5%
3110021 · VRS	28,990.51	31,604.00	91.7%
3110022 · Health Insurance	78,164.50	72,272.00	108.2%
3110023 · Life Insurance	6,343.11	6,146.00	103.2%
3110024 · Disability Insurance	2,266.67	2,400.00	94.4%
3110025 · Unemployment Insurance	732.44	3,360.00	21.8%
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%
3110028 · Legal Services	48,581.90	28,392.00	171.1%
3110032 · Computer, Internet & Website	3,625.00	5,000.00	72.5%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	11,137.27	13,800.00	80.7%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	2,957.09	5,000.00	59.1%
3110038 · Convention & Edu. (Training)	2,491.95	10,800.00	23.1%
3110040 · Annual Dues & Subscriptions	12,187.29	17,200.00	70.9%
3110041 · Office Supplies	5,608.16	5,000.00	112.2%
3110042 · Vehicle Fuels	32,044.61	36,700.00	87.3%
3110043 · Vehicle Maintenance/Supplies	10,121.89	22,000.00	46.0%
3110045 · Uniforms & Police Supplies	38,944.06	57,901.00	67.3%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	91,000.00	70.0%
3110057 · Capital Outlay-Furniture/Fixture	0.00	14,000.00	0.0%
3110060 · Capital Outlay-Improvements	11,856.60	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	1,057,235.37	1,220,823.00	86.6%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
Total 03 · PUBLIC SAFETY	1,057,235.37	1,230,823.00	85.9%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	1,994.94	2,213.00	90.1%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	105,465.15	123,750.00	85.2%
Total 43200 · REFUSE COLLECTION	105,465.15	123,750.00	85.2%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	93,300.39	105,222.00	88.7%
4310002 · Maint Svc Contract-Pest Control	3,349.00	3,000.00	111.6%
4310003 · Maint Svc Contract-Landscaping	24,624.69	35,000.00	70.4%
4310004 · Maint Svc Contract Snow Removal	5,252.00	7,000.00	75.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	16,052.68	18,593.00	86.3%
4310008 · Electrical Services-Streetlight	3,970.77	5,500.00	72.2%
4310009 · Water & Sewer Services	4,542.19	3,850.00	118.0%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%
4310015 · Maintenance - Vehicle Fuel	1,067.90	5,000.00	21.4%
4310016 · Maint - Vehicle Maintenance	1,013.30	3,000.00	33.8%
Total 43100 · MAINT OF 15000 Wash St./Grounds	153,770.19	192,665.00	79.8%
Total 04 · PUBLIC WORKS	261,230.28	323,628.00	80.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	88,180.56	96,429.00	91.4%
60001 · Town Tourism	37,785.24	64,286.00	58.8%

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60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>125,965.80</b>	<b>182,715.00</b>	<b>68.9%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	10,694.00	25,000.00	42.8%	
7000003 · Demolition	0.00	50,000.00	0.0%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>10,694.00</b>	<b>75,000.00</b>	<b>14.3%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractual Services	54,076.90	64,950.00	83.3%	
7111004 · Events - Other	31,027.45	40,850.00	76.0%	
7111005 · Police Department Events	2,235.12	7,800.00	28.7%	
7111006 · Farmer's Market	1,728.43	12,000.00	14.4%	
<b>Total 71110 · EVENTS</b>	<b>91,011.90</b>	<b>130,600.00</b>	<b>69.7%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,309.85	2,200.00	59.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
<b>Total 72200 · MUSEUM</b>	<b>1,709.85</b>	<b>5,950.00</b>	<b>28.7%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>103,415.75</b>	<b>211,550.00</b>	<b>48.9%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	2,005.00	5,670.00	35.4%	
8110002 · FICA/Medicare	179.01	500.00	35.8%	
8110003 · Consultants - Engineer	7,472.31	10,000.00	74.7%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	33,285.76	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>42,942.08</b>	<b>23,120.00</b>	<b>185.7%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	2,250.00	5,830.00	38.6%	
8111002 · FICA/Medicare	135.39	446.00	30.4%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,385.39</b>	<b>7,776.00</b>	<b>30.7%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>45,327.47</b>	<b>33,823.00</b>	<b>134.0%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment Refund VRSA fraudulent funds that have been recovered
90003 · VRSA Refund	45,518.56			
<b>95100 · DEBT SERVICE</b>				
9510002 · General Obligation Bond - Prin	137,800.00	137,800.00	100.0%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	4,944.91	4,950.00	99.9%	Paid off 2 o 3 loans off
<b>Total 95100 · DEBT SERVICE</b>	<b>142,744.91</b>	<b>142,750.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>233,782.03</b>	<b>188,269.00</b>	<b>124.2%</b>	
<b>94104 · Street Scape - Park Sidewalk</b>	<b>0.00</b>			
9410401 · Architectural/Engineering Fees	16,488.49	39,891.00	41.3%	
9410402 · Construction	0.00	836,586.00	0.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>16,488.49</b>	<b>876,477.00</b>	<b>1.9%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	187.49	0.00	100.0%	
<b>Total EMPLOYEE BENEFITS</b>	<b>187.49</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Total 94105 · PERSONNEL</b>	<b>187.49</b>	<b>0.00</b>	<b>100.0%</b>	
<b>94106 · TOWN CENTER MASTER PLAN</b>				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>2,046.78</b>	<b>50,000.00</b>	<b>4.1%</b>	
<b>94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	

94108 · Capital Improvement Funds Expense	15,387.78	318,652.00	4.8%
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%
<b>Total Expense</b>	<b>2,673,992.71</b>	<b>4,444,493.00</b>	<b>60.2%</b>
<b>Net Ordinary Income</b>	<b>949,453.34</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>949,453.34</b>	<b>0.00</b>	<b>100.0%</b>



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Kim Henry, Clerk of Council  
**Re:** Planning Commission Appointments

The Planning Commission has two seats with terms expire on June 30, 2024. The first letter is from Pankaj Singla. He is stating that he would like to serve on the Planning Commission for another 4 year term. The second letter is from Rob Hallet who has decided not to serve on the Planning Commission for another term. Attached is an application from Justin Baker expressing his interest to serve on the Planning Commission replacing Mr. Hallet.

### **Motions:**

***I move that the Haymarket Town Council re-appoint Pankaj Singla to the Haymarket Planning Commission for a 4 year term beginning July 1, 2024 and expiring June 30, 2028.***

***I move that the Haymarket Town Council appoint Justin Baker to the Haymarket Planning Commission for a 4 year term beginning July 1, 2024 and expiring June 30, 2028.***

Of Alternate Motions

“Everyone’s Home Town”  
[www.townofhaymarket.org](http://www.townofhaymarket.org)



To: Town of Haymarket Mayor and Town Council

From: Pankaj Singla

Re: Planning Commission

I am writing to express my interest in serving another 4-year term beginning July 1, 2024 ending June 30, 2024. on the Planning Commission for the Town of Haymarket.

I have been honored to serve on the Planning Commission for almost a year, and I have thoroughly enjoyed contributing to the development and growth of our community. During my time on the commission, I have gained valuable experience in urban planning, zoning regulations, and community development.

As I reflect on my service, I am excited at the prospect of continuing to work with the commission and the town to address the evolving needs of Haymarket.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Pankaj Singla

To: Town of Haymarket Mayor and Town Council

From: Rob Hallet

RE: Planning Commission Term

Hello everyone,

I hope all is well. I wanted to give everyone plenty of notice. I will not be renewing my term in July.

My last meetings for both PC & ARB will be the June meetings. Thank You.

Best Regards,

Rob

Attachment: Rob Hallet (6651 : Planning Commission Vacancy)



Ken Luersen, Mayor TracyLynn Pater, Vice  
Mayor Council Members:  
Mary Ramirez  
Joseph Pasanello  
Marchant Schnaider  
Alexander Beyene  
Matthew Gallagher

15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees &  
Commission: Application for  
Appointment Consideration

Justin Baker

Full Name:

Address: 14812 Gap Way, Haymarket, VA, 20169

Cell Phone: 949-394-9987

Email Address: justin.baker03@yahoo.com

Please Circle One Below;

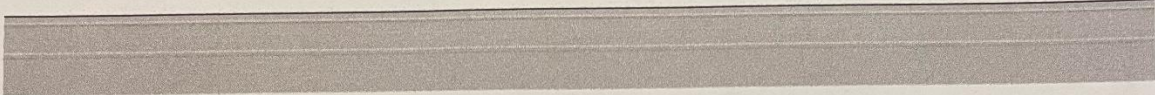
Attachment: Justin Baker (6651 : Planning Commission Vacancy)

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or by phone at [703-753-2600x205](tel:703-753-2600x205).



Attachment: Justin Baker (6651 : Planning Commission Vacancy)



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Kim Henry, Clerk of Council  
**Re:** Planning Commission Meeting Dates

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We have been notified that a Planning Commission member may need to resign in September. He has taken a teaching job where the classes are on Monday and Wednesday evenings. He is very much interested in serving on the Planning Commission and has asked if there would be a chance to change the meeting day. We had the conversation with another Planning Commission member at the time and he was agreeable to changing the day so that we could accommodate his needs. The staff researched Town Code and the Charter. There was no mention of meeting dates. We also researched the Planning Commission by-laws that only states the Planning Commission meets once a month. We would like a directive from Council to change the meeting day from the third Monday of the month to either the second or third Tuesday of the month.

Attachment: Memorandum PC meeting dates (6658 : Planning Commission Meeting Day Change)

## Draft Snow Removal Ordinance Language

Sec. 34-6. - Removal of snow and ice from sidewalks.~~XXXX Removal of snow and ice from Washington Street sidewalks and Town-owned sidewalks.~~

- (a) It shall be the duty of the Town of Haymarket ~~(Town)~~ to ~~remove~~have all snow accumulations of six inches or less ~~removed~~ from the Washington Street (Route 55) sidewalks and all other ~~T~~town owned properties within 24 hours after the snow~~it~~ has ceased falling, or within 48 hours after the snow~~it~~ has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for ~~compliance as part of snow removal required by this subsection when there is a continuous snow fall,~~ a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that ~~ice and sleet,~~ if the ice or sleet~~it~~ cannot be removed without injury to the sidewalk, then the town shall be covered, within the time required in this section, with shall apply sand or another proper substance~~materials~~ which will render the sidewalk safe for public travel within the time required in this section.

~~Sec. XXXX (b) Removal of snow and ice from sidewalks (generally)~~

- (b) It shall be the duty of the owner, tenant and occupant of any property which has a sidewalk abutting on such property to ~~remove~~have all snow accumulations of six inches or less ~~removed~~ from such sidewalk within 24 hours after the snow~~it~~ has ceased falling, or within 48 hours after the snow~~it~~ has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions.~~The town manager may further modify or extend the time periods for compliance as part of a declaration of a snow emergency, based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions.~~ The same requirements shall exist with respect to ice or sleet on sidewalks, except that ~~ice and sleet,~~ if the ice or sleet~~it~~ cannot be removed without injury to the sidewalk, then the owner, tenant or occupant shall be covered, within the time required in this section, with apply sand or another proper substance~~materials~~ which will render the sidewalk safe for public travel within the time required by this subsection. ~~When there is no occupant of such property, it shall be the duty of the owner thereof to have snow, ice and sleet removed or covered as provided in this section. The owner, tenant or occupant shall not plow, shovel or blow any snow or ice from private property onto a public street, crosswalk, sidewalk or any public property.~~ If, after such reasonable notice as the town may prescribe, the owner, tenant or

occupant of the property affected by ~~the provisions of~~ this section shall fail to abate or ~~otherwise comply with this section~~ obviate the condition, the town manager or their authorized agent may perform the necessary snow, ice and sleet removal and shall do so and charge and collect the cost thereof from the owner, tenant or occupant of the affected property ~~affected~~ in any manner provided by law ~~for the collection of Commonwealth or local taxes~~.

(c) The Town may impose a civil penalty of \$100.00 for violations of this section. Each day on which a violation of this section exists shall constitute a separate offense.

## Draft Snow Removal Ordinance Language

## Sec. 34-6. - Removal of snow and ice from sidewalks.

- (a) It shall be the duty of the Town of Haymarket to remove all snow accumulations of six inches or less from the Washington Street (Route 55) sidewalks and all other town owned properties within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the town shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required in this section.
- (b) It shall be the duty of the owner, tenant and occupant of any property which has a sidewalk abutting on such property to remove all snow accumulations of six inches or less from such sidewalk within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the owner, tenant or occupant shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required by this subsection. The owner, tenant or occupant shall not plow, shovel or blow any snow or ice from private property onto a public street, crosswalk, sidewalk or any public property. If, after such reasonable notice as the town may prescribe, the owner, tenant or occupant of the property affected by this section shall fail to abate or otherwise comply with this section, the town manager or their authorized agent may perform the necessary snow, ice and sleet removal and shall collect the cost thereof from the owner, tenant or occupant of the affected property in any manner provided by law.
- (c) The Town may impose a civil penalty of \$100.00 for violations of this section. Each day on which a violation of this section exists shall constitute a separate offense.