



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 6, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Bishop Troy Smith, The Church of Jesus Christ of Latter-day Saints

IV. Business Spotlight: Peace & Laughter Holistic Boutique

V. Citizens Time

VI. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Jan 30, 2023 7:00 PM
2. Mayor and Council - Closed Session Meeting - Feb 6, 2023 6:00 PM
3. Mayor and Council - Public Hearing/Regular Meeting - Feb 6, 2023 7:00 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Communication Liaison Report
3. Community Outreach Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VII. Agenda Items

1. Town Park Building
2. Resolution 2023-003: Budget Amendment
3. Police Department Annual Report

VIII. Council Member Time

1. Vice Mayor Pater
2. Council Member Leake
3. Council Member Ramirez
4. Council Member Schneider
5. Council Member Pasanello
6. Mayor Luersen

IX. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 30, 2023

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Absent, Council Member Joe Pasanello: Absent, Council Member Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance. After the Pledge, Mayor Luersen asked for a moment of silence on the passing of Council Member Pasanello's father.

III. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on the financial report. Mr. Gonzalez stated that the current budget is in good standing and that there will be a budget amendment at the next meeting because the Town is projecting higher than anticipated. Mr. Gonzalez shared that Republic Trash Service has contacted the Town and will start charging for bulk pick up beginning March 1. The Town Council discussed the subject and directed staff to send out information through mail and social media to Town residents regarding the change. Council Member Ramirez suggested that staff contact the Prince William County Landfill about a free special electronic drop off day and inform the residents as well. A discussion continued on the subject. Mr. Gonzalez stated that the bulk pick up was not within the contract between the Town and Republic. He shared that since this wasn't part of the agreement, Republic had to change their business model because of the economy.

2. Budget Amendment Second Quarter Discussion

Town Treasurer Roberto Gonzalez distributed the draft of the 2nd quarter budget amendment breakdowns on revenues and expenditures. There were no questions on the draft amendment that was presented.

3. Discussion on Use of Town Hall Building

Town Treasurer Roberto Gonzalez shared that this item was requested so that there would be a directive for staff on the process of how the building would be used for outside agency meetings. A short discussion followed. The subject was deferred to a later meeting when Council Member Pasanello could be present, since this subject was one he brought up.

4. Discussion on Town Policy and Procedures

Town Clerk Henry shared that the Town Council asked for her to edit Section 7-1: Boards, Authorities, Commissions and Committees. replacing the Historical committee with the Business Liaison and Community Outreach Liaison. There was a short discussion. The Town Council directed Ms. Henry to put this on the regular meeting agenda for approval.

5. Discussion on Town Park Structural Report

Town Treasurer Roberto Gonzalez shared that staff has reached out to the Town's contractor to give an estimate on the potential cost to rehab the Town Park Building as instructed by Council. Mr. Gonzalez shared that the contractor has been working on the estimate but would like to defer the subject until the February work session when the full Council is present. A discussion followed on the safety of the building. Mr. Gonzalez stated that he will check with the Town Maintenance staff to make sure that the building is not accessible to anyone.

6. Prince William County Septic Program

Minutes Acceptance: Minutes of Jan 30, 2023 7:00 PM (Minute Approval)

Town Planner Thomas Britt shared information that the Town has been part of Prince William County's solid waste management plan. He shared that the County recently updated and passed the plan and has asked for the Town to adopt a resolution to continue to be part of the plan. Mr. Britt presented a draft resolution for Council review. Mr. Britt shared that the Town would need to come up with their own solid waste management plan if they decided not to join with Prince William County. A discussion followed. The Council gave a directive to contact the Town Attorney on the public notice given by the County on this subject and to see if the Town was included in that notice. There was also a discussion on the concerns of what fees the Town could potentially incur and the requirement the County gave for the public hearing. Mr. Britt stated that he would forward the resolution that was adopted by the County at their October 2022 meeting and the draft copy of the solid waste management policy itself.

7. Board of Zoning Appeals Re-Appointment

Town Clerk Kim Henry shared that John King expressed his interest in serving on the Board of Zoning Appeals for another 5 year term. Ms. Henry shared that Mr. Kings term expired on January 31, 2023 and that he returned his signed application for consideration.

8. Motion

Council Member Ramirez moved that the Haymarket Town Council recommend to the Circuit Court of Prince William County to re-appoint John King to the Haymarket Board of Zoning Appeals with the term ending January 31, 2028. Council Member Leake seconded the motion. The motion carried by a roll call.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	David M Leake, Council Member
AYES:	Bob Weir, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider, Joe Pasanello, TracyLynn Pater

IV. Adjournment

With no further business before the Town Council, Council Member Ramirez moved to adjourn with a second by Council Member Leake. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	David M Leake, Council Member
AYES:	Bob Weir, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider, Joe Pasanello, TracyLynn Pater

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jan 30, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 6, 2023

6:00 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Present, Council Member Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Closed Session Motion

Council Member Weir moved to go into Closed Session as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to Prince William County solid waste management plan and TOT collections; and as permitted by Virginia Code § 2.2-3711 (A)(19), a matter involving Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of §2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure. Council Member Pasanello seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

2. Certification

Council Member Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Council Member Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake, Luersen

III. Recess

There was no action coming out of the Closed Session. The Town Council went into a short recess until the regular monthly meeting.

Minutes Acceptance: Minutes of Feb 6, 2023 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 6, 2023

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Ramirez joined the meeting remotely from her home.
Council Member Marchant Schneider: Late (7:10 PM), Council Member Joe Pasanello: Present, Council Member Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Remote, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. Invocation: Pastor Don Meeks - Greenwich Presbyterian Church

Mayor Ken Luersen invited Don Meeks from Greenwich Presbyterian Church to the podium to give the evening's invocation. Prior to the invocation, Mr. Meeks asked that everyone keep the victims and first responders from the earthquake in Turkey in their thoughts and prayers. After the invocation, Council Member Schneider entered the meeting.

IV. Community Spotlight: A Farm Less Ordinary - Greg Masucci

Mr. Greg Masucci, Co-Founder of a Farm Less Ordinary, was at this evening's meeting to share about his organization based out of Loudoun County, Virginia. Mr. Masucci shared that he moved his family from the Washington DC metro area to Loudoun County because of his non verbal autistic son. He said he wanted to be able to provide a safe environment for his son. He shared that he and his wife started gardening with no knowledge in how to garden. Mr. Masucci shared his story of how this concept flourished into providing other families that had children with developmental and intellectual disabilities a safe place to find work, acceptance and meaning. He shared in 2016, he and his wife launched this 501(C)3 non profit organization for these families. He shared that the farm produces organic vegetables and teaching those with disabilities life long skills. He stated that through the pandemic they suffered in being able to help and now is bouncing back through generous donations. He invited anyone interested to visit his farm and asked for any questions from Council after his brief presentation. A short discussion followed with the Mayor thanking Mr. Masucci for sharing his encouraging story.

V. Public Hearing

1. Public Notice

Town Clerk Kim Henry read the Public Notice into the record.

2. Citizen Comment

No citizens were present to address the Council on the subject of the public hearing.

VI. Close Public Hearing

With no public comment, Mayor Luersen closed the public hearing.

VII. Citizens Time

Ms. Deshundra Jefferson addressed the Town Council to share that she will be running for the Prince William Board of Supervisor Chairman seat in this years election. She shared her vision as the Chair and her plans for the County. She extended an invitation out to her meet and greet event on February 24th in Montclair as she further explains her visions for Prince William County.

Minutes Acceptance: Minutes of Feb 6, 2023 7:00 PM (Minute Approval)

VIII. Consent Agenda

Council Member Weir asked to pull the Treasurer's Report.

Council Member Weir moved to adopt the Consent Agenda items 7-A, B:1, 3-5 and C:1-5. Council Member Pater seconded the motion. The motion carried.

After the Treasurer's Report, Council Member Weir moved to adopt 7 - B:2: Treasurer's Report. Council Member Pasanello seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Regular Meeting - Jan 3, 2023 7:00 PM

Council Member Weir moved to adopt the Consent Agenda items 7-A, B:1, 3-5 and C:1-5. Council Member Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

B. Department Reports

1. Town Administration Report

2. Town Treasurer Report

The subject of the Town Park building was addressed at this time. There was a question regarding the estimates to rehabilitate the building. Town Treasurer Roberto Gonzalez shared that the contractor would be providing his estimates at the next work session meeting. There was also a discussion on DMV grant processes. Mr. Gonzalez shared that he and Chief Sibert attended a virtual training session as one of the requirements for a possible reinstatement of the grant program provided by the DMV for the Police Department. He shared that if the department is re-instated he would be the administrator of the grants and Chief Sibert would be the communicator. He also stated that there would opportunities that the Town could apply for so all eligible officers can participate, if the department is re-instated in FY24. He also shared that the Chief will be notified if the department is re-instated.

Mr. Gonzalez also shared that the Robinson Village Van Metre town homes were at completion and that all proffers have been collected. He also shared that the Town will start and receive proffers on the Crossroad Village town homes soon.

There were no additional questions for Mr. Gonzalez.

3. Police Chief Report

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report

2. Business Liaison Report

3. Community Outreach Liaison Report

4. Planning Commission Liaison Report

5. Architectural Review Board Liaison Report

IX. Agenda Items

1. Resolution # 2023-001: Second Quarter Budget Amendment

After a short discussion on the budget amendment, Council Member Weir moved to adopt Resolution 2023-001 as presented. Vice Mayor Pater seconded the motion The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

2. Resolution #2023-002: Prince William County Solid Waste Management Plan

Minutes Acceptance: Minutes of Feb 6, 2023 7:00 PM (Minute Approval)

After a brief discussion, Council Member Weir moved to adopt Resolution #2023-002: The Prince William County Solid Waste Management Plan and direct staff to draft the Prince William County resolution with the appropriate signature. Council Member Pater seconded the motion. With no further discussion, the motion carried by a roll call vote.

At this time, Town Clerk Kim Henry informed Mayor Luersen that Council Member Ramirez left the meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Leake
ABSENT:	Mary Ramirez

3. Adoption of Policies and Procedures 2023

Town Attorney Crim was asked if he was able to review the edited procedures. He stated that he did not see any reason not to adopt the policies and procedures.

With no further discussion, Council Member Weir moved to adopt the policies and procedures as amended. Council Member Pasanello seconded the motion. The motion carried by a roll call vote.

At this time, Attorney Crim was released from the meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Weir, Pater, Leake
ABSENT:	Mary Ramirez

X. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater thanked A Farm Less Ordinary for coming and sharing their story at this evening's meeting. Ms. Pater also shared that the Business Roundtable will hold their quarterly meeting in March. She stated that more information will be coming on that meeting. Lastly, she shared that she is starting to work on some events for the spring.

2. Council Member Weir

Council Member Weir stated that he would like to see the rear door securely fixed. He shared that the Town's charter amendment has been passed without objections through the sub committees and is heading to the State Senate floor for approval. He shared that he thought it would pass without any objections. Mr. Weir also shared of the vacancy seat on the Planning Commission. He stated that Mr. Bob Chrisman resigned from the Planning Commission because he no longer lives in the Town limits. Lastly, he reminded everyone about the special election on February 21, 2023 for the vacant PWC Board of Supervisor seat.

3. Council Member Pasanello

Council Member Pasanello also gave information on the Town Charter amendment. He also shared that he felt that it should pass the State Senate without any objections. He thanked Ms. Jefferson for coming to the evening's meeting to share her vision as a candidate for the Board of Supervisors. Lastly, he reminded everyone that the primary for the elections is June 20, 2023.

4. Council Member Schneider

Council Member Schneider thanked the staff for all their hard work. He also reminded everyone of the Special election on February 21st. He shared that early voting was taking place at the registrars office in Manassas and that Tyler Elementary would be the polling place on election day.

5. Council Member Ramirez

Town Clerk Kim Henry read into the record Council Member Ramirez's report. She stated that Ms. Ramirez would like everyone to know that St. Paul's Episcopal Church was holding a

benefit concert. All proceeds was going to the Haymarket Food Pantry. She also shared that Carried to Full Term was hosting a women's conference and that she and Vice Mayor Pater were part of the panel and was looking forward to the event.

6. Council Member Leake

Council Member Leake did not have anything to report.

7. Mayor Luersen

Mayor Luersen wished Council Member Weir good luck at the special election for the Board of Supervisor vacancy. He also shared that he would be postponing the monthly Mayor's walk until March.

XI. Adournment

With no further business before the Town Council, Council Member Weir moved to adjourn with a second by Council Member Pasanello. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Weir, Pater, Leake
ABSENT:	Mary Ramirez

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Feb 6, 2023 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log (Updated 3/01/2023)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
CTSI Audio/Visual	Emily K		Shipment of all equipment			The new equipment has been installed. Their IT people are having difficulty linking everything together. As of February 1, Town Planner Thomas Britt and Town Treasurer Roberto Gonzalez trouble shooted the system. We now have a working system. Everything has been tested and work
RFP for Sidewalk	Thomas B/Katie M.					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a targe date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager. UPDATE 1/20/2023: Design phase is 30% complete, the proje team has provided diagrams showing no issue with sidewalk placement and power lines. Next step are determining the size of the curb (25' recommended), stormwater drainage surveys, testing ou the depth of the gas line along easements on Washington St, and potential for crosswalk and tapered left turn lane into Town Park. Timeline for 30% completion was two months, estimated time for 60% completion tbd. UPDATE 2/27/2023 60% completion done by beginning of March.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey result Vice Mayor and the Town Manager will develop a draft communications plan for the Council's review.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 11/1/2022
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					The County notified us that they have received the Safe Streets and Roads for All Grant! This is the grant that the County was looking to receive for work on the railroad tracks to progress the Town forward towards implementation of the Quiet Zone.

Attachment: Monthly Report 3062023 (5989 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items UPDATE: 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. UPDATE 1/20/2023: PWC has updated their solid waste management plan, The Town Planner has provided a resolution to be passed by the Town Council for the Feb 6th Council meeting.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>During Zoning Inspection visits noted above, the Town Manager and Treasurer visited all open businesses along the north side of Washington Street from Jefferson St west and all businesses on the south side from Sheetz (and including industrial zone) to Fayette Street. On the business checks we introduced ourselves, made contact with owner/manager or employee and offered to answer any questions they had and verified the proper business license was on display. Weekly random business checks will continue in order to stay in direct contact with the owners/managers and build connections with our business community.</p>
<p>Charter Amendment</p>	<p>Kim and Emily</p>					<p>The Charter Amendment passed through all State floors. We will work at getting all language moved over</p>
<p>Park Building</p>	<p>Emily</p>					<p>UPDATE 2/2/2023: Engineers have released structural report for the Town Park Building. Staff are discussing cost estimates for repair/refurbishing with a contractor, and are waiting for the results of that estimate before further discussion on plans for the Town Park structure. UPDATE: We are waiting on recommendations and cost estimates from a contractor. This item will be discussed at the February 27th Work Session</p>

Attachment: Monthly Report 3062023 (5989 : Town Administration Report)

Comprehensive Plan Survey	Emily K/PC					The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants. UPDATE 1/20/2023: Thomas Britt has reported to the Planning Commission that he is working on the Comprehensive Plan updates and will complete review of the updates with Emily by March.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					No additional updates since approval of the Personnel Manual
Land Use Planning Department						
Playground Shade Structure	Emily K.					No updates
Site Plan Reviews	Emily K. and Katie					Site Plan Reviews will be turned over to Thomas Britt, Town Planner. Thomas, Katie McDaniel and will be meeting on 11/3 to discuss the current status of each Site Plan currently under review and expected submissions. Thomas will also work on a Town Planner monthly report for submission to the Town Council, as previously done by the Town Planner. UPDATE: 11/30/2022 Katie McDaniel and Thomas Britt have met and are working on current site plan reviews.
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. UPDATE 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. UPDATE 2/27/2023 The final site plan for the Town Center has been submitted and will be brought to the Planning Commission in March for approval.
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan or new site plans for the site.
Van Metre -- Robinson Village	Emily K					The Robinson Village development has started to receive conditional zoning release for 30 of the 30 townhouses in the community. The additional townhouses will quickly be slated for zoning approval based on the current timeline. With each occupancy permit approval the Town of Haymarket is receiving the condition of approval money that was voluntarily imposed and approved by Council at the time of the approval for the SUP. UPDATE 1/20/2023: 35/38 homes have been given occupancy permits and the Town has received 35/38 proffers. Thomas Britt will perform occupancy inspection for the last 3 homes the week of the 23-27 January. UPDATE 2/27/2023 All home are granted occupancy and all proffers are collected.

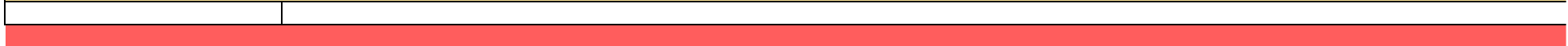
Attachment: Monthly Report 3062023 (5989 : Town Administration Report)

Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates.
Finance Department						
Real Estate Tax Invoices	Roberto / Katie					Mailed out the Real Estate Tax Invoices on October 5, 2022 to all property owners. The payments are due by December 5, 2022
Real Estate Tax Refund	Roberto/Emily K.					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issued the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance Liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					February minutes for all boards are done with exception to Feb 27 work session
Agendas	Kim					Base line item agendas for 2023 are completed
Directives	Kim					Thomas, Matt and I are continually working in the File Room on Fridays by properly shredding or disposing of old obsolete records
Maintenance Department						
Maintenance Department	Matt has organized and put all Christmas decorations away.					
Staff						
Farmers Market		Emily				Sending invoices to the Farmers Market Applicants -- we have a total of 20 vendors signed up, 15 in the payment process and will open the application to the public should any spaces not be filled.
Social Media		Katie				Keeping up with any messages on Facebook. Posted the Town Video on Facebook and Instagram. Been posting when Town Hall is closing and re-opening. Posting updates on Christmas Events and updates on the new 2022 Ornament
Filing		Katie				Have been working on shredding 2018 and older files, reorganizing, alphabetizing and filing new invoices preparing for audit. Spent 2 days on the first drawer and currently working on 2nd drawer, which will take me 1-2 days.

Attachment: Monthly Report 3062023 (5989 : Town Administration Report)

Newsletter		Emily				Newsletter will be mailed out the week prior to April 1, 2023
Real Estate Tax		Roberto/Katie				Collecting Real Estate Taxes for 2022. Sending outstanding payments via email. Currently working on packets sent by Core Logic and Wells Fargo with Real Estate Tax payments. Wells Fargo will be done asap, Core Logic may take me 2-3 days as its about 100 pages.
Invoices		Roberto/Katie				Checking Mail daily, entering all invoices for Holiday Event and bills into Quickbooks; give to Roberto once entered.
Filing		Katie				Updating files, shredding 2018 and older and reorganizing. Filing new invoices preparing for the audit.

New/Old Business Updates



TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: March 6, 2023
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 02.28.2023 are included in this agenda.
- Continue to work on FY2022 audit; Audit team is working on May date to be onsite
- Met with DMV Grant manager along with Chief Sibert to discuss eligibility for FY2024 grant application.
- Worked on budget amendment (less than 1% of overall budget) to address DMV Grant payback; steps requested by DMV office in order for grant eligibility review.
- Continued to work on FY2024 draft budget.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,529,371.15
11010 · Virginia Investment Pool	325,417.47
Total Checking/Savings	5,854,788.62
Accounts Receivable	
12000 · Accounts Receivable	104,599.67
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	105,933.01
Other Current Assets	
11499 · Undeposited Funds	90,297.68
Total Other Current Assets	90,297.68
Total Current Assets	6,051,019.31
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	12,253,397.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,137.03
Total Accounts Payable	33,137.03
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-5,769.99
20042 · PD Credit Card - SONA 0277	-1,967.84
Total Credit Cards	-7,737.83
Other Current Liabilities	
20096 · Deferred Revenue - Other	744,008.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	110.58
21000 · Payroll Liabilities	3,476.69
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	470,496.50
Total Other Current Liabilities	2,969,832.42
Total Current Liabilities	2,995,231.62

Attachment: Treasurer Report 03.06.2023 (5990 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of February 28, 2023

	Feb 28, 23
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	681,007.47
Total Long Term Liabilities	
Total Liabilities	3,676,239.09
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,743,375.88
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	232,211.81
	8,577,158.35
Total Equity	
TOTAL LIABILITIES & EQUITY	12,253,397.44

Attachment: Treasurer Report 03.06.2023 (5990 : Town Treasurer Report)

Income	FY2023			Comments
	Actuals	Budget	% of Budget	
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	398,736.41	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	13,066.89	12,022.00	108.7%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	411,803.30	413,165.00	99.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	140,687.63	168,000.00	83.7%	Collections up to January 31, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	106,970.10	240,000.00	44.6%	Renewals are beginning to come in for 2023
3120-03 · Cigarette Tax	105,261.13	140,000.00	75.2%	Collections up to February 28, 2023
3120-04 · Consumer Utility Tax	97,109.97	158,000.00	61.5%	Collections up to January 31, 2023
3120-05 · Meals Tax - Current	720,941.82	1,100,000.00	65.5%	Collections up to January 31, 2023
3120-06 · Sales Tax Receipts	84,967.86	160,000.00	53.1%	Collections up to December 31, 2022
3120-07 · Penalties (Non-Property)	6,543.22	5,000.00	130.9%	
3120-08 · Interest (Non-Property)	1,148.61			
Total 3120 · OTHER LOCAL TAXES	1,263,630.34	1,995,000.00	63.3%	
Development Revenue				
Proffers	0.00	0.00	0.0%	
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,450.00	4,500.00	32.2%	
3130-03 · Motor Vehicle Licenses	165.00	1,000.00	16.5%	
3130-05 · Other Planning & Permits	12,815.00	15,000.00	85.4%	
3130-06 · Pass Through Fees	13,379.08		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	27,809.08	20,500.00	135.7%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,011.23	20,000.00	50.1%	
Total 3140 · FINES & FORFEITURES	10,011.23	20,000.00	50.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/MML Investment	5,975.24	1,500.00	398.3%	
3150-03 · Interest on Bank Deposits	5,095.62	6,000.00	84.9%	
Total 3150 · REVENUE - USE OF MONEY	11,070.86	7,500.00	147.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	2,339.05	4,010.00	58.3%	
3151-06 · Suite 204 MAC-ISA	4,704.00	3,528.00	133.3%	
3151-07 · Haymarket Church Suite 206	26,710.65	35,614.00	75.0%	
3151-08 · 15020 Washington Realty	36,827.76	55,241.00	66.7%	
3151-09 · 15026 Copper Cricket	15,753.20	23,629.00	66.7%	
3151-11 · Cupcake Heaven and Cafe LLC	23,082.64	34,793.00	66.3%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	109,417.30	171,056.00	64.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,780.00	80,000.00	69.7%	
3165-02 · Farmer's Market	3,957.50	1,500.00	263.8%	
3165-03 · Town Ornaments	7,358.96	4,350.00	169.2%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	78,954.46	85,850.00	92.0%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-329.86		100.0%	
3180-01 · Citations & Accident Reports	40.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
Total 3180 · MISCELLANEOUS	98.31		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	17,344.00	31,548.00	55.0%	2 of 4 collected
3200-04 · Car Rental Reimbursement	167.55	0.00	100.0%	
3200-05 · Communications Tax	43,990.33	80,000.00	55.0%	Collections up to December 31, 2022
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

Attachment: Treasurer Report 03.06.2023 (5990 : Town Treasurer Report)

3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 · DMV Select Commission	180.33	0.00	100.0%	
3200-17 · LOLE Grant	4,366.00	4,393.00	99.4%	Collection up to Novmeber 30, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	100,960.94	145,868.00	69.2%	
4000 · Carry-Over Surplus	0.00	273,850.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	2,013,755.82	3,342,389.00	60.2%	
Gross Profit	2,013,755.82	3,342,389.00	60.2%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

Town has received its refunds pertaining to VML

111001 · Convention & Education	250.00	2,500.00	10.0%	Conference
111002 · FICA/Medicare	751.26	2,000.00	37.6%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	10,617.86	25,000.00	42.5%	
Total 11100 · TOWN COUNCIL	11,696.34	30,750.00	38.0%	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	191,806.85	330,500.00	58.0%	
1211003 · Salaries/Wages - Part Time	38,103.22	79,960.00	47.7%	
1211004 · FICA/Medicare	17,114.70	35,389.00	48.4%	
1211005 · VRS	13,987.64	36,809.00	38.0%	
1211006 · Health Insurance	25,638.99	66,466.00	38.6%	
1211007 · Life Insurance	2,577.98	4,685.00	55.0%	
1211008 · Disability Insurance	1,381.55	2,640.00	52.3%	
1211009 · Unemployment Insurance	3,390.36	6,160.00	55.0%	
1211010 · Worker's Compensation	322.00	335.00	96.1%	
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 · Accounting Services	7,035.87	8,000.00	87.9%	
1211014 · Printing & Binding	4,004.54	8,298.00	48.3%	
1211015 · Advertising	2,116.50	9,000.00	23.5%	
1211016 · Computer, Internet &Website Svc	12,958.00	28,550.00	45.4%	
1211017 · Postage	1,857.79	4,000.00	46.4%	
1211018 · Telecommunications	3,944.46	7,500.00	52.6%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	950.10	2,000.00	47.5%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	8,417.03	16,000.00	52.6%	
1211025 · Office Supplies	3,967.79	6,500.00	61.0%	
1211026 · Equipment Rental	1,391.92	4,075.00	34.2%	
1211030 · Capital Outlay-Machinery/Equip	2,627.90	5,000.00	52.6%	
Total 12110 · TOWN ADMINISTRATION	361,752.34	688,892.00	52.5%	

12210 · LEGAL SERVICES

1221001 · Legal Services	22,525.69	80,000.00	28.2%	Services up to December 31, 2022
Total 12210 · LEGAL SERVICES	22,525.69	80,000.00	28.2%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%	

Total 01 · ADMINISTRATION

	395,974.37	816,762.00	48.5%	
--	------------	------------	-------	--

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	293,001.60	464,487.00	63.1%	
3110003 · Salaries & Wages - OT Premium	13,211.11	23,000.00	57.4%	
3110013 · Salaries & Wages - OT Select En	4,208.58	12,000.00	35.1%	
3110004 · Salaries & Wages - Holiday Pay	19,607.56	32,310.00	60.7%	
3110005 · Salaries & Wages - Part Time	29,240.00	36,000.00	81.2%	
3110012 · Salaries & Wages - PT Admin.	2,300.00	19,500.00	11.8%	
3110020 · FICA/MEDICARE	26,946.70	44,937.00	60.0%	
3110021 · VRS	20,692.35	28,427.00	72.8%	
3110022 · Health Insurance	48,382.40	78,379.00	61.7%	
3110023 · Life Insurance	4,118.06	5,904.00	69.8%	
3110024 · Disability Insurance	1,698.13	2,400.00	70.8%	
3110025 · Unemployment Insurance	3,112.86	3,360.00	92.6%	
3110026 · Workers' Compensation Insurance	20,067.00	23,305.00	86.1%	Front loaded costs

Attachment: Treasurer Report 03.06.2023 (5990 : Town Treasurer Report)

3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	15,464.81	27,300.00	56.6%	Services up to December 31, 2022
3110032 · Computer, Internet & Website	2,607.50	5,000.00	52.2%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	7,038.65	12,000.00	58.7%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	327.87	5,000.00	6.6%	
3110038 · Convention & Edu. (Training)	299.00	10,000.00	3.0%	
3110040 · Annual Dues & Subscriptions	11,040.24	14,000.00	78.9%	
3110041 · Office Supplies	2,467.02	5,000.00	49.3%	
3110042 · Vehicle Fuels	16,938.38	43,200.00	39.2%	
3110043 · Vehicle Maintenance/Supplies	9,808.50	15,000.00	65.4%	
3110045 · Uniforms & Police Supplies	8,427.11	26,000.00	32.4%	
3110052 · Office Equipment Rental	4,303.48	4,393.00	98.0%	
3110058 · DMV Grant - Payback Reimbursement	4,974.47	0.00	100.0%	DMV Grant payback
Total 31100 · POLICE DEPARTMENT	578,988.82	949,452.00	61.0%	
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	578,988.82	959,452.00	60.3%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	60,889.17	110,820.00	54.9%	Services up to January 31, 2023
Total 43200 · REFUSE COLLECTION	60,889.17	110,820.00	54.9%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	40,518.81	97,672.00	41.5%	
4310002 · Maint Svc Contract-Pest Control	544.80	3,000.00	18.2%	
4310003 · Maint Svc Contract-Landscaping	17,610.00	35,000.00	50.3%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	12,864.25	16,500.00	78.0%	
4310008 · Electrical Services-Streetlight	3,178.73	5,500.00	57.8%	
4310009 · Water & Sewer Services	2,756.11	3,000.00	91.9%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 · Maintenance - Vehicle Fuel	394.39	2,500.00	15.8%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	79,862.11	177,672.00	44.9%	
Total 04 · PUBLIC WORKS	140,751.28	295,705.00	47.6%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	76,938.66	95,850.00	80.3%	
60001 · Town Tourism	21,391.80	48,000.00	44.6%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	98,330.46	165,850.00	59.3%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	9,714.30	20,000.00	48.6%	
Total 70000 · HAYMARKET COMMUNITY PARK	9,714.30	20,000.00	48.6%	
71110 · EVENTS				
7111001 · Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 · Contractural Services	51,312.78	50,000.00	102.6%	
7111004 · Events - Other	12,236.80	30,850.00	39.7%	
Total 71110 · EVENTS	65,643.72	85,850.00	76.5%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,108.52	2,200.00	50.4%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 · MUSEUM	1,508.52	5,150.00	29.3%	
Total 07 · PARKS, REC & CULTURAL	76,866.54	111,000.00	69.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	

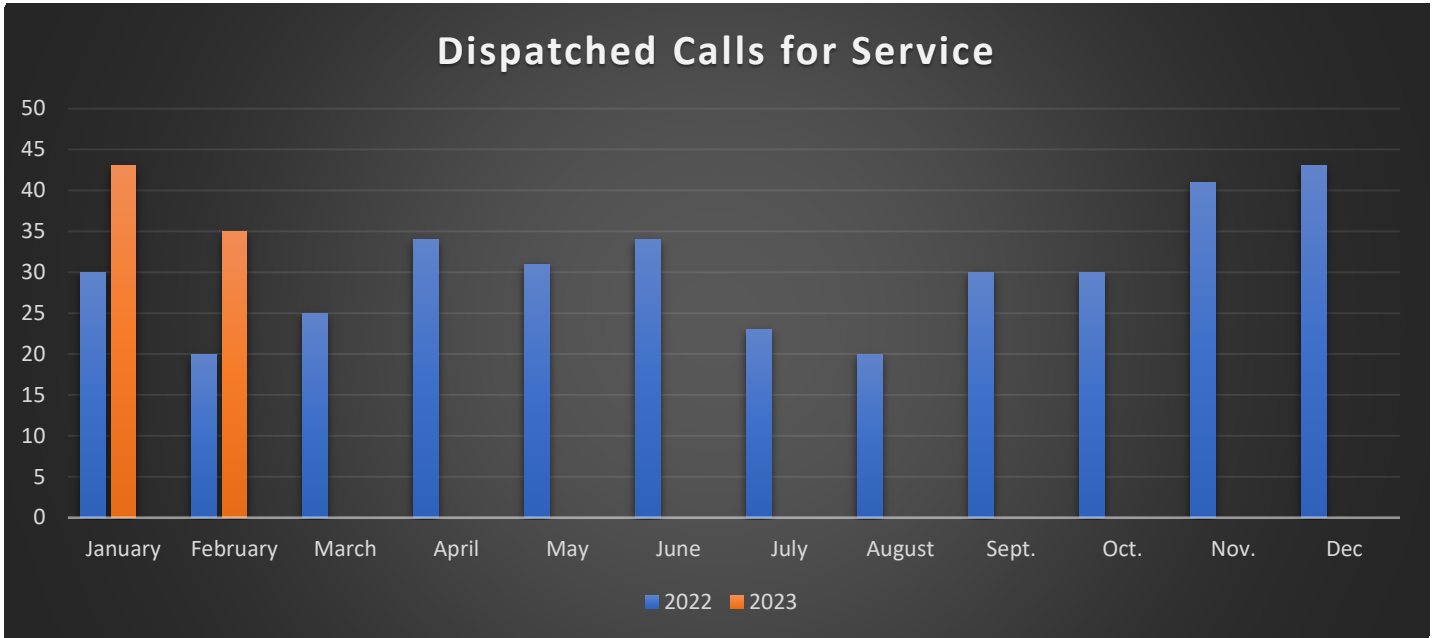
8110002 · FICA/Medicare	140.96	500.00	28.2%
8110003 · Consultants - Engineer	5,898.23	10,000.00	59.0%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	820.45	1,000.00	82.0%
8110009 · Engineer - Pass Through	18,601.25		
Total 81100 · PLANNING COMMISSION	26,840.89	23,120.00	116.1%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,080.00	5,830.00	18.5%
8111002 · FICA/Medicare	62.93	446.00	14.1%
8111005 · Convention & Education	820.45	1,500.00	54.7%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,963.38	7,776.00	25.2%
81111 · Board Of Zoning Appeals			
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%
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	28,804.27	33,823.00	85.2%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7% Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9% Front loaded costs
9510003 · General Obligation Bond - Int	8,556.89	8,545.00	100.1% Front loaded costs
Total 95100 · DEBT SERVICE	168,656.89	168,745.00	99.9%
Total 09 · NON-DEPARTMENTAL	417,980.42	418,745.00	99.8%
94102 · Haymarket Community Park			
· Architectural/Engineering Fees	5,000.00	0.00	100.0% Structural Report
Total 94102 · Haymarket Community Park	5,000.00	0.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	22,173.75	144,318.00	15.4%
Total 94104 · Street Scape - Park Sidewalk	22,173.75	144,318.00	15.4%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	222.05		
Total EMPLOYEE BENEFITS	222.05		
Total 94105 · PERSONNEL	222.05		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	18,126.88	65,057.00	27.9%
Total 94106 · TOWN CENTER MASTER PLAN	18,126.88	65,057.00	27.9%
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	291,677.00	0.0%
Total Expense	1,783,218.84	3,342,389.00	53.4%
Net Ordinary Income	230,536.98	0.00	100.0%
Net Income	230,536.98	0.00	100.0%

Police Department Report to Council

Police Department Activity from January 15, 2023, to February 14, 2023

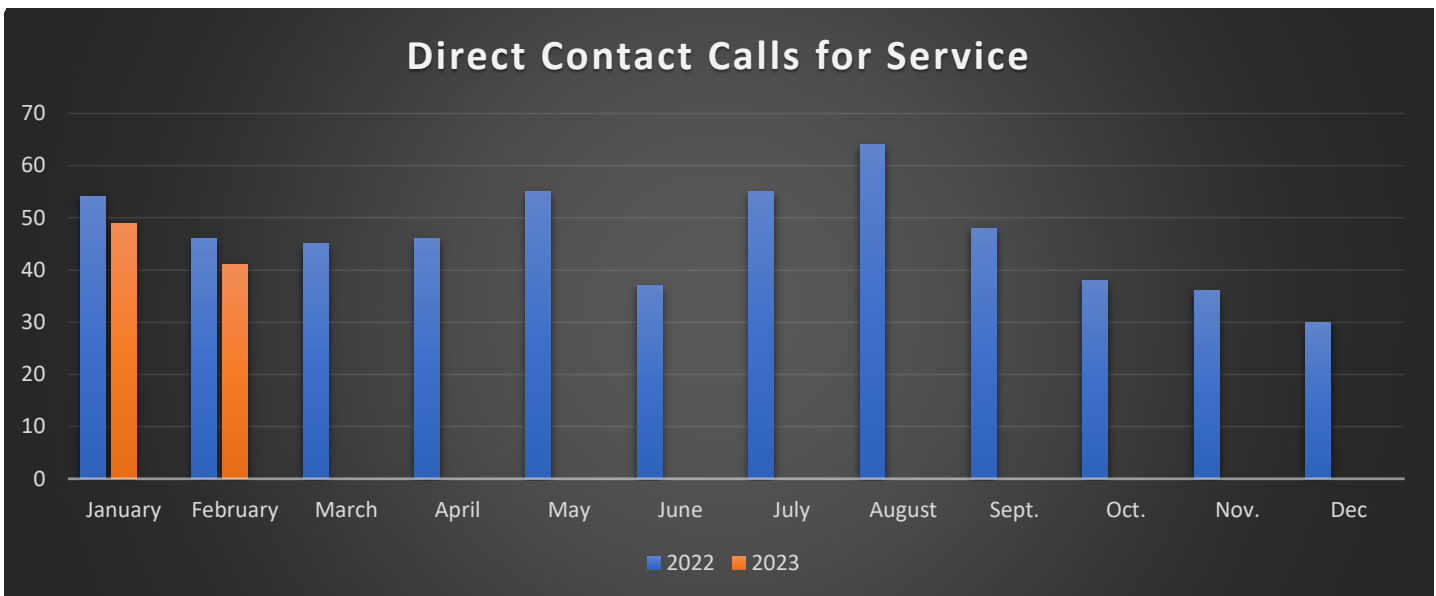
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Non-Reportable Calls: 28



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

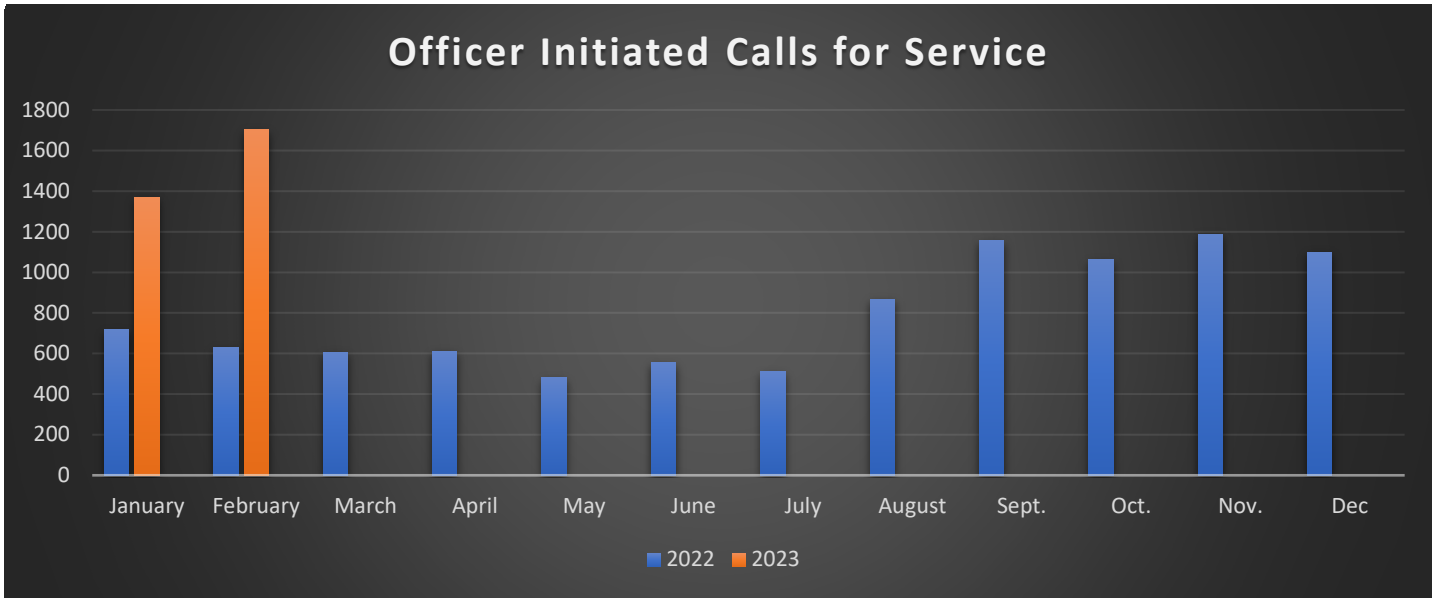
- Reportable Calls: 5
- Non-Reportable Calls: 36



Attachment: Report to council January 15 2023 to February 14 2023 (5991 : Police Chief Report)

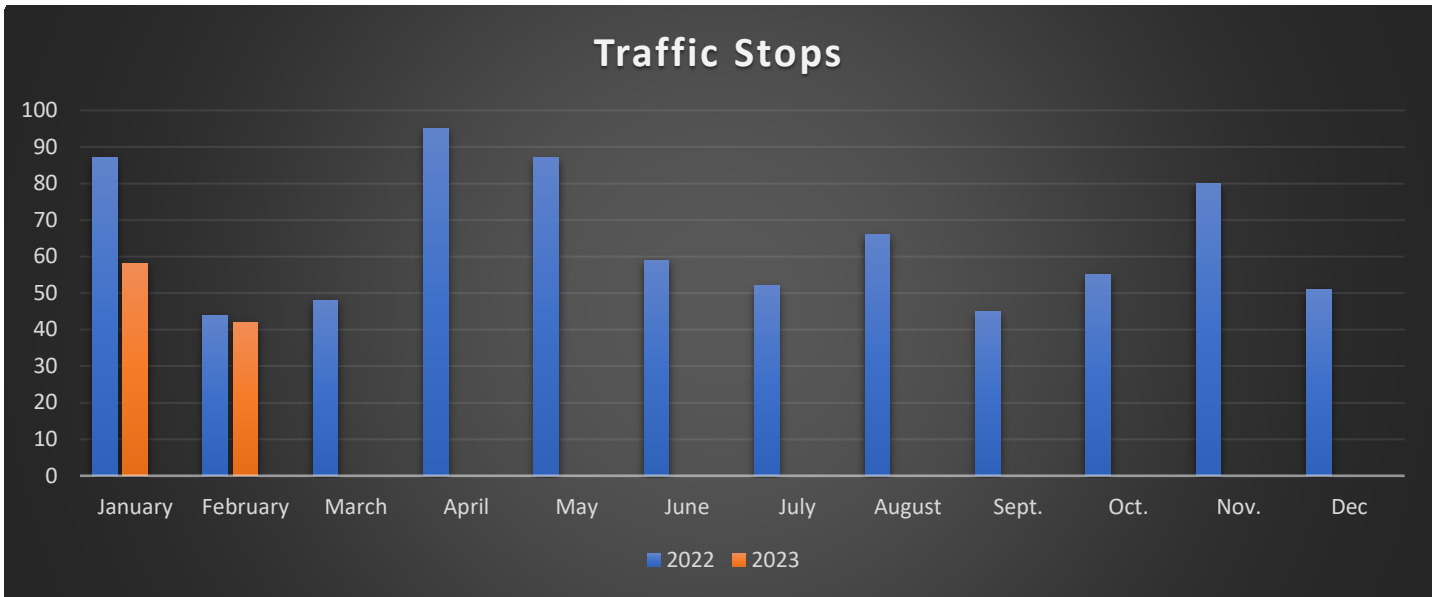
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 2 (1 Felony Arrest)
- Non-Reportable Calls: 1,630
- Foot Patrols: 72



Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

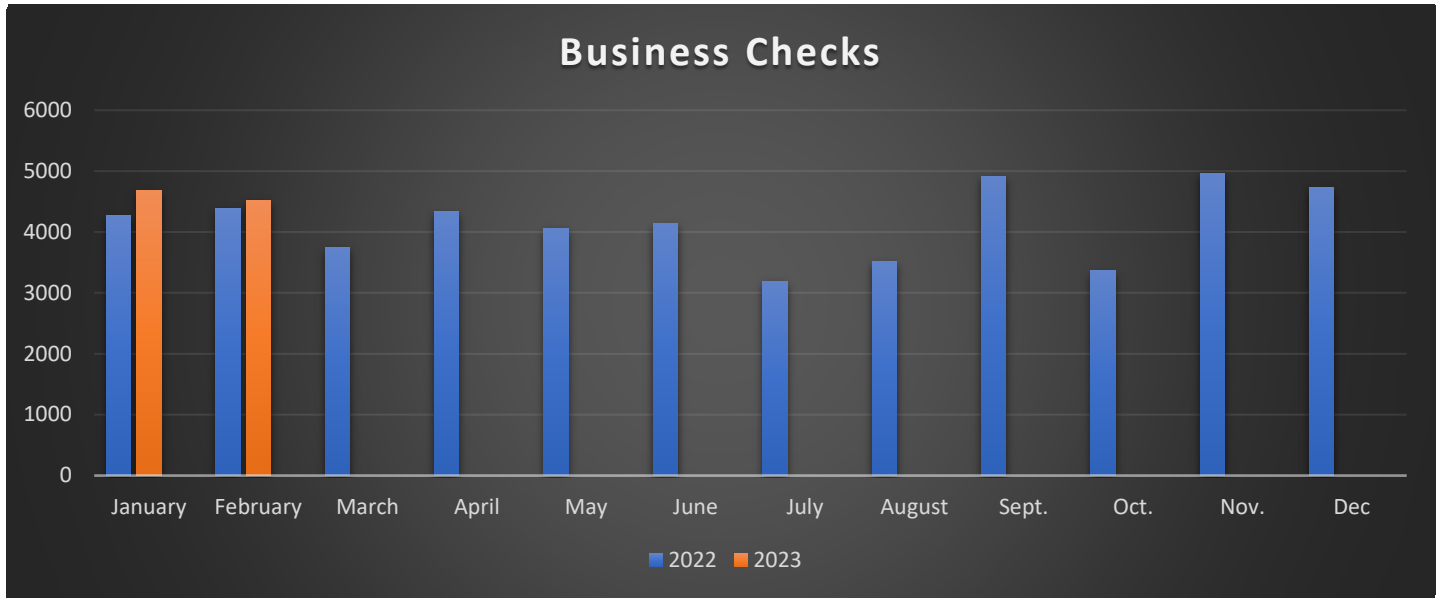
- Traffic Stops: 42
 - Summonses 23
 - Warnings 26



Attachment: Report to council January 15 2023 to February 14 2023 (5991 : Police Chief Report)

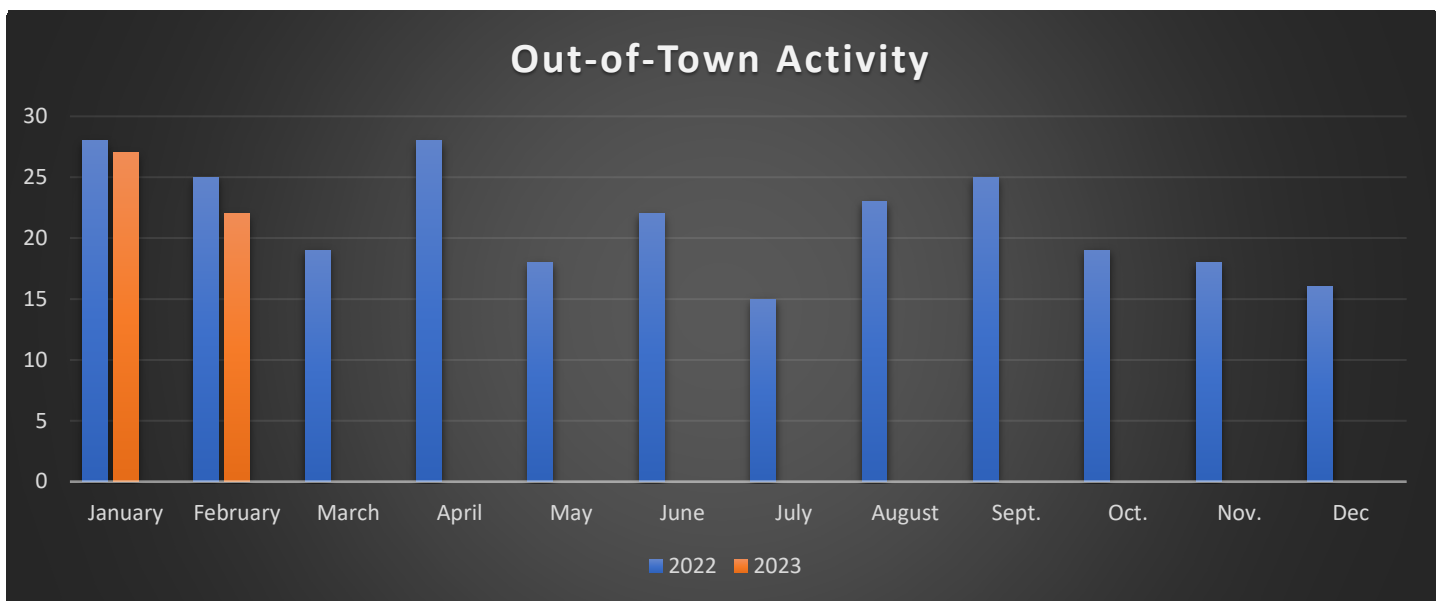
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 394
- Physical Check: 273
- Drive By: 3,856



Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 17
- Other: 5



Attachment: Report to council January 15 2023 to February 14 2023 (5991 : Police Chief Report)

Status of Current Projects/Events:

- Reminder to Please subscribe for the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- We have upgraded the foyer with a public notification system and a Public Information System.
- Lt. Davis has completed Background Investigator and Media Relations Training.
- On February 6, 2023, there was an accident involving a train on Kapp Valley Way. One occupant was seriously injured, and another occupant perished. Due to the complexity of the accident scene along with a death being involved, Chief Sibert requested that the Prince William County Police Department conduct the accident Investigation. Chief Sibert has also been in contact with Norfolk and Southern Railroad in an attempt to get stakeholders in the crossing to speak about safety equipment being installed at the crossing. The crossing has had 2 accidents in the last 6 months. The crossing is private and Norfolk Southern has advised that it is the responsibility of the landowner to place safety equipment should they wish.
- The Haymarket Police Department applied for the 2023-2024 DMV grant on February 27, 2023. Grants were due February 28, 2023.
- Our quarterly 599 Grant has been approved. We will be receiving the funding soon.
- The Haymarket Police Department will be applying for the 2022 LOLE Grant in the amount of \$579.
- Chief Sibert and Lt. Davis have been working on the 2023-2024 budget.
- Chief Sibert has completed Revive Train the Trainers Course for the administration of Naloxone.
- Boxes of Basics Continues to be a huge success using the lobby as a drop-off point.
- Councilmen Bob Weir and Joe Pasanello along with Chief Allen Sibert joined the newly formed Kiwanis Club of Haymarket-Gainesville as Charter Members.
- The 2022 Haymarket Police Department Annual Report has been completed and will be submitted to council. Copies will also be available in the Lobby of the Police Department and on social media.

Respectfully Submitted,

Allen Sibert

Chief of Police

Events on Following page

Haymarket Police Department 2023 Event Listing

#	Name of Event	Date of Event	Status
1	Haymarket PD Blood Drive	January 11, 2023	Completed
2	Polar Plunge	February 18, 2023	Completed
3	Coffee with a Cop	March 2, 2023, 8-10am	Upcoming
4	Farmers Market	April 23, 2023 – Nov. 19, 2023	Upcoming
5	Drug Take Back	April 22, 2023	Upcoming
6	Torch Run for Special Olympics	June 8, 2023	Upcoming
7	Relay for Life	June 10, 2023	Upcoming
8	Flags for Hero's	TBA	Upcoming
9	Ice Cream Social	June 15, 2023	Upcoming
10	Water Balloon Fight	June 15, 2023	Upcoming
11	National Night Out	August 1, 2023	Upcoming
12	Dominion Valley Regency Grand-Kids Day	TBA	Upcoming
13	Cookies & Cream with a Cop	TBA	Upcoming
14	Coffee with a Cop	TBA	Upcoming
15	Summer Concert	August 19, 2023	Upcoming
16	Rail Safety Week	September 18, 2023	Upcoming
17	Cupcakes with a Cop	TBA	Upcoming
18	Woman's Self Defense Class 1	TBA	Upcoming
19	Cookies and Cream and Cops	TBA	Upcoming
20	Coffee with a Cop	October 4, 2023	Upcoming
21	Haymarket Day	October 21, 2023	Upcoming
22	Halloween Candy Handout	October 31, 2023	Upcoming
23	Cupcakes with a Cop	TBA	Upcoming
24	Prince William Co. Truck or Treat	TBA	Upcoming
25	Drug Take Back	TBA	Upcoming
26	Woman's Self Defense Class 2	TBA	Upcoming
27	Christmas in Haymarket	December 9, 2023	Upcoming
28	Santa Cops (East)	TBA	Upcoming
29	Operation Santa Claus	December 16, 2023	Upcoming
30	Santa Cops (West)	TBA	Upcoming

Attachment: Report to council January 15 2023 to February 14 2023 (5991 : Police Chief Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	2/28/2023	Katie		-Preliminary plan digital 2nd submission received 11/7. Approved 11/29/22 -Final SP first submission 1/9/23. Comments due asap
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	2/28/2023	Katie		-Site plan submission received 2/6 -First submission comments due 3/20
Park Sidewalk	Katie/Thomas	4/27/2021	2/27/2023	TEG/Town		-Town provided adjacent project plans of record. Researching plans for Haymarket Station, Villages of Haymarket Phase II and previous Streetscape project -60% plans due end of Feb -Update meeting 3/1
Crossroads Village	Katie/Thomas	10/18/2018	2/23/2023	Applicant		-Construction and Town E&S inspections ongoing -Revision 3 submitted 10/20. Comments provided 12/5 -Quarles property zoning question meeting 1/6
Robinson Village	Katie/Thomas	8/13/2020	2/23/2023	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Robinson's Paradise	Katie/Thomas	1/4/2021	2/23/2023	Applicant		-Construction and Town E&S inspections ongoing
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	2/22/2023	RDA/Town		-Test pit change order approved -2nd Submission comments provided 12/6 and E&S approval letter provided for DEQ. Approved by DEQ -RDA final submission received 2/1 -PWCSA approval 2/15. RDA providing final required docs -VDOT provided comments 2/22 -Town comments/approval due 3/15 -DEQ requested VSMP registration statement. RDA to provide to Town

Attachment: 2023-02 Feb Engineer's Reports_KMM (5992 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
Bleight Residential Plan	Katie/Thomas	8/5/2022	2/17/2023	Applicant		-Conditional engineering approval provided 11/23 -Hard copy of final site plan submitted. Digital copies required to complete review and set comment due date
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant		-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	1/24/2023	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts


Attachment: 2023-02 Feb Engineer's Reports_KMM (5992 : Town Engineer Report)

Low Activity Plans						
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant		-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
Crossroads Village - Lidl	Katie/Thomas	1/6/2022	11/22/2022	Applicant		-Issued conditional approval and accepted inserts -Signature sets provided to applicant 11/22
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20

Attachment: 2023-02 Feb Engineer's Reports_KMM (5992 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: March 2023 Town Attorney Report

Date: March 1, 2023

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, January 31, 2023:

1. Communicated with counsel for Mr. and Mrs. Bean regarding the requirements for an application to the ARB for a Certificate of Appropriateness.
2. Prepared for and provided training for the Board of Zoning Appeals. All five members were in attendance.
3. Addressed issues arising from Transient Occupancy Tax payments by Expedia in relation to the Haymarket Hotel Venture Memorandum of Understanding.
4. Advised staff with regard to the requirements for a special election to fill the vacancy on Town Council.

Attachment: March 2023 Town Attorney Report (5993 : Town Attorney Report)



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

Kimberly Henry
TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Finance Liaisons
DATE: March 1, 2023
SUBJECT: Monthly Report for January & February 2023

The finance liaisons continued their oversight during January and February on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2023 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFP for sidewalk at town park
 - Status of Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted for consideration
- With the advent of calendar year 2023, we officially kick off the 2024 budget season. The Treasurer developed a timeline for this process and shared it with the council.
 - Staff is working on developing their projections and will present to council it's first draft on March 27, 2023 at the monthly work session
- A preliminary financial assessment of the town park building is provided to council for review and discussion at the March 6, 2023 regular council meeting
- The Treasurer and Town Attorney continue their efforts regarding updates to the Virginia Code with respect to the TOT and collection from accommodation intermediaries
- The DMV gave preliminary approval to the town to submit grant applications for safety, education and enforcement funding, the first time since the town's eligibility was suspended in 2021. Thanks to Chief Al and the Treasurer, who worked diligently to satisfy DMV's conditions, including the implementation of a corrective plan. We await the DMV's decision on restored eligibility
- Ongoing, the current fiscal year shows solid growth in revenue and strong financial management of expenses
- The Liaisons continue to work diligently, with Treasurer/staff, to monitor the financial position of the town. Of potential concern are the effects of rising interest rates and inflation on the overall economy, which may also have a impact on the town's financial position in the new year. We will continue to keep you informed of any changes as they arise and how to mitigate these challenges.

Finally, we wish to thank Bob Weir for his decades of dedicated service to the town and for the financial acumen (and land use) he brought to the finance liaison discussions w/staff. While bittersweet, we're confident that as our Gainesville Supervisor, he will continue to be engaged in helping the town achieve it's goals.

Joe Pasanello and Bob Weir



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Tracylynn Pater
DATE: March 6, 2023
SUBJECT: Business Liaison Report

Business Liaison Report February 2023

An exciting month of mapping out and planning 2023 events and projects:

Met with Emily and Roberto to discuss Emily's return along with upcoming events and 2023 calendar. Business highlight discussion - Inviting a business to monthly meeting to highlight their business and presence (3 -5 minute time slot) this would be in addition to the our Community Service/Charity Organization highlight

Farmers Market Meeting with Emily - Market application submission review along with outlining upcoming 2023 season

Communication Plan ~ rough draft to council for review work session April 2023

Rotary meeting with Haymarket group - South Africa Kapama Reserve Highlight Travel Journal

Restaurant week - Preliminary discussion

Meeting with Clarise at Hilton Garden Hotel - Business Round Table quarterly discussion along with partnering on hotel events through out the year and upcoming Haymarket Event schedule

First Quarter Business Round Table March 21st at the Hilton Garden Hotel from 8:30am - 10am

Skipper films documenting event and highlighting businesses present for Spring social media promotion

Businesses Visited:
Peace and Laughter
Giuseppe's
Ethel's
Transform Yoga
Great Mane
Ash Salon
Parrandos
A Pups Valley
Salon B

Attachment: Memo Council Liaison Report - Business 030623 (5995 : Business Communication Liaison Report)

Trouvaille Brewing Company
Zandra's

March Business Highlight: Peace and Laughter (Tentative)

All my best,

TracyLynn



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

To: Haymarket Town Council
From: Mary Ramirez
RE: Community Outreach Liaison
Date: March 6, 2023

MEMORANDUM

I am currently compiling a list of contacts for town HOA's, and if I am invited, I plan to attend meetings.

Best,

Mary Ramirez

Attachment: Memo to Council CO liaison report 030623 (5996 : Community Outreach Lisison Report)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM:
 DATE: March 1, 2023
 SUBJECT: Planning Commission Liaison Report

With Council Member Weir moving onto the Board of Supervisors, I am giving the Planning Commission report. The Commission discussed and approved the Masonic Lodge final site plan with final comments from the Town Engineer on lighting. Town Planner Britt also gave site plan updates for the Town Center and a property on Jordan Lane. Mr. Britt stated that he is continually working on the Comp Plan.

Respectfully submitted,

Kim Henry, Clerk
 On Behalf of the Planning Commission



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: March 1, 2023

MEMORANDUM

ARB Liaison Report / February 2023

At its February meeting, the ARB reviewed and approved signage for Thrive Medical Spa at 15030 Washington Street (formerly Exit Realty).

Respectfully Submitted
Marchant Schneider
ARB Liaison

Attachment: Memo to Council ARB Liaison Report 030623 (5998 : Architectural Review Board Liaison Report)



December 30, 2022

Emily L. Kyriazi
Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, Virginia 20169

RE: Structural Condition Assessment
Town Park Building
Haymarket, Virginia
IMEG #22008621.00

Dear Emily:

In accordance with your request, on November 2, 2022, IMEG Corp. conducted an observation of the Town Park Building structure in Haymarket, Virginia. The observations were limited to non-destructive visual observations made from ground level around the perimeter of the building and on floor surfaces within the attic, main level, and basement. The purpose of the site visit was to observe existing structural conditions and gather information to enable us to render an opinion as to the structural condition of building and provide recommendations for repair.

GENERAL STRUCTURE DESCRIPTION

The existing building is an aging single-story, single-family detached structure constructed of a wood framed roof, wall, and floor supported by a below-grade masonry foundation wall. The roof and attic floor framing are constructed of 2x6 dimensional lumber with spacing at both 16 inches and 24 inches on center, depending on location. The roof structure is supported by load bearing exterior wood framed walls and two interior load bearing wood framed walls. The load bearing walls are concealed by finishes but are presumed to be wood framed. The main level floor framing is constructed of 2x10 dimensional lumber spaced at 16 inches on center and supported by two rows of wood beams supported by wood posts. The basement walls are constructed of 8-inch thick solid grouted concrete masonry unit (CMU) walls and retain up to 5 feet of soil. A portion of the foundation below the walls was observed and appears to be a 6-inch-thick shallow concrete strip footing. The basement floor is a concrete slab-on-grade.

OBSERVATIONS

EXTERIOR

1. The porch rafter splices have separated at several locations at each roof overhang at the front, rear, and north sides of building.
2. Wood rot was observed on the roof near the fascia as several locations.
3. Vegetation is overgrown and climbing on the structure, generally on the north and east sides of the building.
4. Several roof corbels are detached from the exterior wall on the north side of building.
5. The rear porch wood floor framing and stairs are deteriorating. The stairs do not appear to be safe.

ATTIC

1. The roof framing is mostly concealed from view by insulation. At representative isolated locations the framing was able to be observed and appeared to be in good condition.
2. The attic floor framing is mostly concealed from view by floorboards. At representative isolated locations the framing was able to be observed and appeared to be in good condition.
3. The masonry chimney appears to be out of plumb in the attic, and efflorescence was observed on the surface. No active water leaking was observed at the time of our site visit.

MAIN LEVEL

1. Most of the interior space appears to be recently refinished, except in the kitchen.
2. The kitchen walls are cracking at several locations. This cracking does not appear to coincide with load bearing walls.
3. The ceiling in the bedroom in the southeast corner of the building was removed due to reported damage from pests. This removal exposed a portion of the roof framing which appears to be in good condition.
4. The load bearing wall framing was concealed by finishes and not able to be observed. It appears that two interior load bearing walls extend the full length of the building from north to south:
 - a. Wall #1 separates the kitchen from the dining room.
 - b. Wall #2 separates the dining room from the front room.

BASEMENT

1. The perimeter masonry foundation walls appear to be solid grouted.
2. During our visit moisture was observed on the inside face of the foundation walls. Water stains were observed several inches above the concrete slab-on-grade.
3. Efflorescence staining was observed along the full height of the CMU walls.
4. The foundation wall strip footing is undermined at a step in elevation at one location on the north side and one location on the south side of the building,



5. An approximately 2-foot length of the CMU wall has step cracking and has shifted laterally roughly 2 inches to the interior. The top of the strip footing below the wall was visible and does not appear to have shifted with the wall.
6. The west CMU wall at the northeast corner of the building has a continuous vertical crack mid-length of the wall that is greater than 1/8" in width and extending through the concrete strip footing below.
7. The North CMU wall just west of the staircase has a continuous vertical crack that is approximately 1/8" in width. This crack extends from the bottom corner of a window but does not extend to the foundation.
8. The basement below the front half of the building was not accessible due to mounded soil. Steel post-shoring was in place between the front of the building and load bearing Wall #2. The steel posts and framing in this area could only be observed from a distance and not reviewed in detail.
9. The floor framing between load bearing Wall #1 and the rear of the building was supported by wood posts and beams that are deteriorating and unstable.

Observations were documented on the day of the inspection. Referenced photographs are presented at the end of this report.

RECOMMENDATIONS

EXTERIOR AND ABOVE GRADE STRUCTURE

In general, the wood framed structure above the ground level is in good condition. The wood rot that was observed at isolated locations around the perimeter of the roof generally coincides with locations where vegetation has attached to the structure. We recommend completely clearing the structure of vegetation and removing the siding where vegetation was present to verify the deterioration has not spread behind the siding into the wall framing.

We recommend that a roofing contractor inspect the overall roof surface with special attention to the flashing around the masonry chimney. The condition of the masonry chimney above the roof was not observed but shall be repointed as needed prior to repairing any waterproofing or flashing around the chimney. The chimney within the attic is not plumb but appears to be stable and not actively moving. This condition has likely been present for a long period of time and may be an original construction defect.

We recommend that the separated porch rafter splices be glued with a structural adhesive and spliced using galvanized metal strap ties and shear plates to prevent further separation.

We recommend removing and replacing the deteriorating rear porch wood floor framing and stairs.



BASEMENT AND FOUNDATIONS

Water infiltration at the foundation walls is likely due to the combination of a failed waterproofing system and a failed foundation drainage system. We recommend that the soils surrounding the foundation walls be trenched to the top of the strip footing and a new waterproofing system applied to the exterior side of the foundation walls. Masonry foundation walls should be assessed and repairs completed prior to the application of new waterproofing. We also recommend that the foundation drainage system be replaced prior to filling the surrounding soils back in.

Undermined foundations are susceptible to settling and therefore require repair. We recommend that deleterious materials and inadequate soils be removed from beneath the exposed foundations. The resulting void spaces shall then be formed and backfilled with a flowable grout. After the repairs are completed, the surrounding soils shall be replaced back to the original condition.

The cracks in the CMU walls at the three locations in the northeast corner of the building appear to be structural in nature and require repair. The cause of the cracking is not clear but is likely exacerbated by the failure of the perimeter foundation drainage system and potentially by roots from large nearby trees in this area. The repair of these cracks will require both sides of the wall to be exposed and should be completed at the same time the perimeter foundation drainage system is replaced. Repairs at each of these conditions will likely require selective demolition and replacement of the CMU wall that has shifted. Alternatively, the damaged CMU walls can be left in place and a new 4-inch thick minimum reinforced concrete wall can be cast onto the exterior side of the wall with dowels drilled into the existing CMU. The new concrete wall would need to extend several feet beyond the damaged length of wall and may require the concrete strip footing to be widened.

The unstable wood post and beam do not appear to be part of the original building construction and it is not clear why they were added. We recommend leaving them in place and adding additional posts at both cantilevered ends of the beam with a concrete foundation below each new post. New bridging shall be installed to laterally brace the beams and posts to the main level floor framing.

It is our understanding that the building may be repurposed in the future as a gathering place for the community and include a public restroom. Based on our observations, it is unlikely that the existing floor structure would be able to support the minimum live loading required by the Virginia Uniform Statewide Building Code for a public restroom. Strengthening of the floor system would likely require additional steel or wood beams and posts with concrete foundations to reduce the span length of the existing floor joists and girders.

All repair recommendations are generic in nature and based on limited visual observations. If a repair program is implemented, a licensed contractor experienced in the type of repairs to be performed should be engaged and portions of the structure that become exposed while the contractor is performing the repair should be re-evaluated by a licensed design professional.



Emily L. Kyriazi
December 30, 2022

IMEG #22008621.00
Page 5 of 15

This report is limited specifically to the items indicated and is not intended to cover mechanical, electrical, or architectural features. Due to the limited scope of this investigation, we cannot attest to the overall structure's compliance with building codes.

We appreciate the opportunity to be of service to you regarding this project. If we may be of further assistance, please do not hesitate to contact us.

Sincerely,

Steve H. Wiemeler
Senior Associate / Senior Structural Engineer
steven.h.wiemeler@imegcorp.com

Larisa D. Ramich, PE, LEED AP
Project Executive
larisa.d.ramich@imegcorp.com

SHW;LDR/dm
\\files\Active\Projects\2022\22008621.00\Correspondence\2022.12.30 Ltr Haymarket Parks Building Condition Assessment





Exterior Observation #1



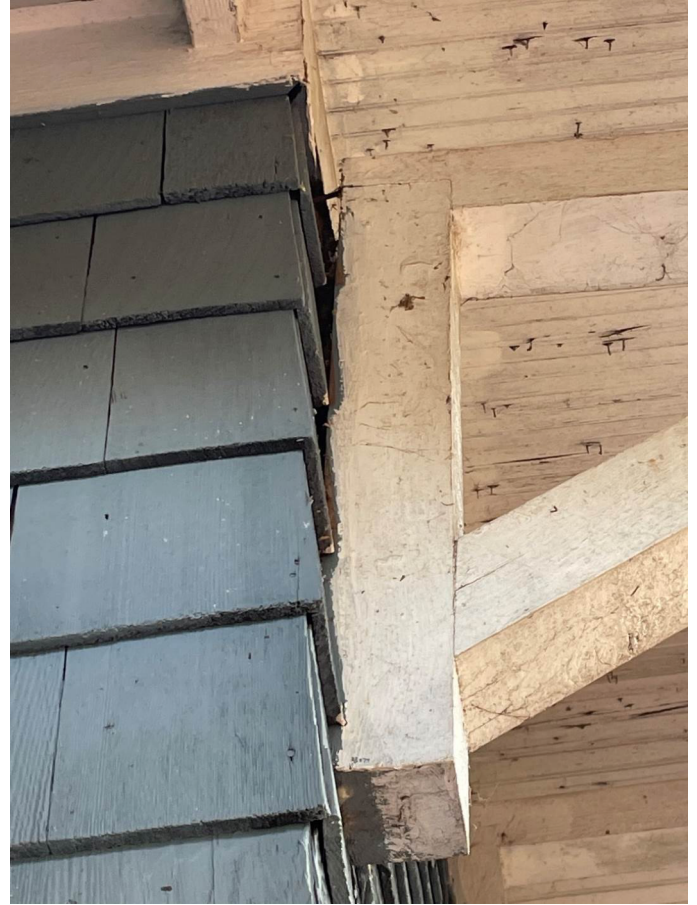
Exterior Observation #2

Attachment: Structural Report and Sublett Estimated Costs (6008 : Town Park Building)





Exterior Observation #3



Exterior Observation #4

Attachment: Structural Report and Sublett Estimated Costs (6008 : Town Park Building)





Exterior Observation #5

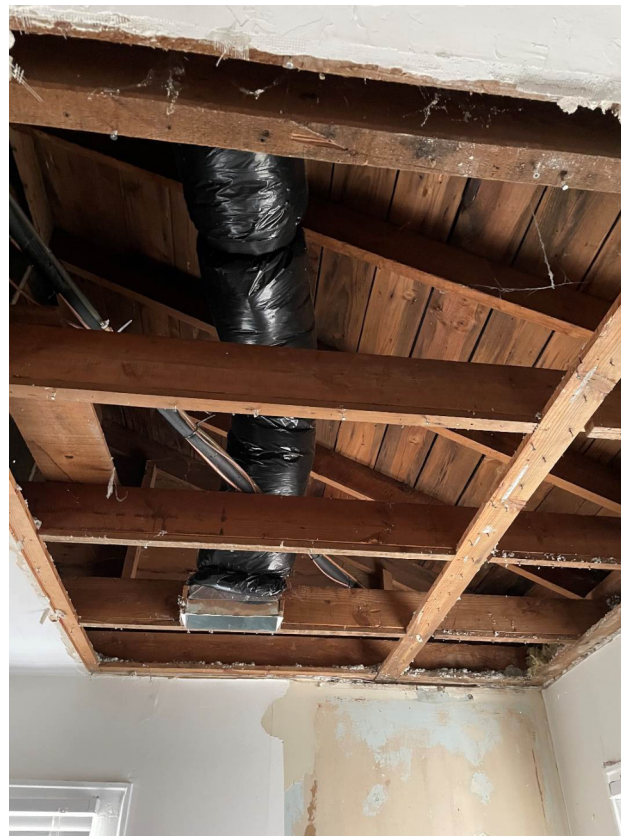


Attic Observation #1 thru #3





Main Level Observation #2



Main Level Observation #3





Basement Observation #2



Basement Observation #3





Basement Observation #4 (Photo 1 of 2)



Basement Observation #4 (Photo 2 of 2)

Attachment: Structural Report and Sublett Estimated Costs (6008 : Town Park Building)





Basement Observation #5



Basement Observation #6





Basement Observation #7



Basement Observation #8





Basement Observation #9 (Photo 1 of 3)



Basement Observation #9 (Photo 2 of 3)





Basement Observation #9 (Photo 3 of 3)



Sublett Services, LLC

7705 Keith Road

Warrenton, VA 20186

Class A Contractor – License No. 2705110304

Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169

RE: Town Park Building

IMEG OBSERVATIONS: Exterior

1. The porch rafter splices have separated at several locations at each roof overhand at the front, rear and north sides of building.
2. Wood rot was observed on the roof near the fascia at several locations.
3. Vegetation is overgrown and climbing on the structure, generally on the north and east sides of the building.
4. Several roof corbels are detached from the exterior wall on the north side of the building.
5. The rear wood porch floor framing and stairs are deteriorating. The stairs do not appear to be safe.

SUBLETT SERVICES: Exterior Repairs

1. Filling in the opening on the roof rafters with wood and glue. Install a metal trap with approved fasteners.
2. Replace rotted wood at the end of the roof near fascia location.
3. Remove vegetation behind and in front of siding where it has grown on the building.
4. Re-attach roof corbels with approved fasteners.
5. Replace rotted boards on the floors of back deck and steps with new.

IMEG OBSERVATIONS: Main level

1. Most of the interior concealed from view by insulation. At representation isolated location the framing was able to be observed and appeared to be in good condition.
2. The kitchen walls are cracking at several locations. This cracking does not appear to coincide with load bearing walls.
3. The ceiling in the bedroom in the southeast corner of the building was removed due to reported damage from pets. This removal exposed a portion of the roof framing which appears to be in good condition.
4. The load bearing wall framing was concealed by finished and not able to be observed. It appears that two interior load bearing walls extend the full length of the building from north to south. / Wall #1 separates the kitchen from the dining room/Wall #2 separates the dining room from the front room.

SUBLETT SERVICES: Repairs main level.

1. (#2IMEG) The wall beside the kitchen and stairs needs support in the basement at the beginning of the basement.
2. (#3IMEG) Replace insulation and drywall in bedroom to keep pest out.
3. (#4IMEG) Wall #1 needs new support under the door to back from beside the kitchen. This support is needed and is the issue why there is a crack.

IMEG OBSERVATIONS: Basement

1. The perimeter masonry foundation walls appear to be solid grouted.
2. During the visit moisture was observed on the inside of the foundation walls. Water stains were observed several inches above the concrete slab-on-grade.
3. Efflorescence staining was observed along the full height of the CMU walls.
4. The foundation wall strip footing is undermined at a step in elevation at one location on the north side and one location on the south side of the building.
5. An approximately 2-foot length of the CMU wall has step cracking and has shifted laterally roughly 2 inches to the interior. The top of the strip footing is below the wall was visible and does not appear to have shifted with the wall.
6. The west CMU wall at the northeast corner of the building has a continuous vertical crack mid length of the wall that is greater than 1/8" in width and extending through the concrete strip footing below.
7. The North CMU wall just west of the staircase has continuous vertical crack that is approximately 1/8" in width . This crack extends from the bottom corner of the window but does not extend to the foundation.
8. The basement below the front half of the building was no accessible due to mounded soil. Steel post-shoring was in place between the front of the building and load bearing Wall #2. The steel posts and framing in this area could only be observed from a distance and not reviewed in detail.
9. The floor framing between load bearing Wall #1 and the rear of the building was supported by wood posts and beams that are deteriorating and unstable.

SUBLETT SERVICES REPAIRS: Basement

1. (#2 IMEG) The moisture is due to no ventilation and moisture coming in from basement door and windows. The stains are from a prior issue when the sump pump had failed and filled the basement with water.
2. (#4IMEG) Install footing and CMU block at the undermined area in the basement.
3. (#5IMEG) Fill step cracks with mortar.
4. (#6IMEG) Fill cracks with mortar.
5. (#7IMEG) Fill cracks with mortar.
6. (#9IMEG) Fill cracks with mortar.

TOTAL COST: \$45,000.00

SUBLETT SERVICES: Repairs to make the building usable (but no full ADA)

1. Repair drywall where needed.
2. Paint interior
3. Install insulation in the basement where needed.
4. Repair flooring where needed and install new vinyl in kitchen area.
5. Remove tub in existing bathroom and open up to toilet for access. Replace the toilet and sink.
6. Make repairs to the roof at the basement steps location.
7. Paint the exterior of the building.
8. The building needs an HVAC unit, recommend electrical unit.
9. Add new bathrooms (2) ADA with exterior access and ramp from outside for park and playground use.

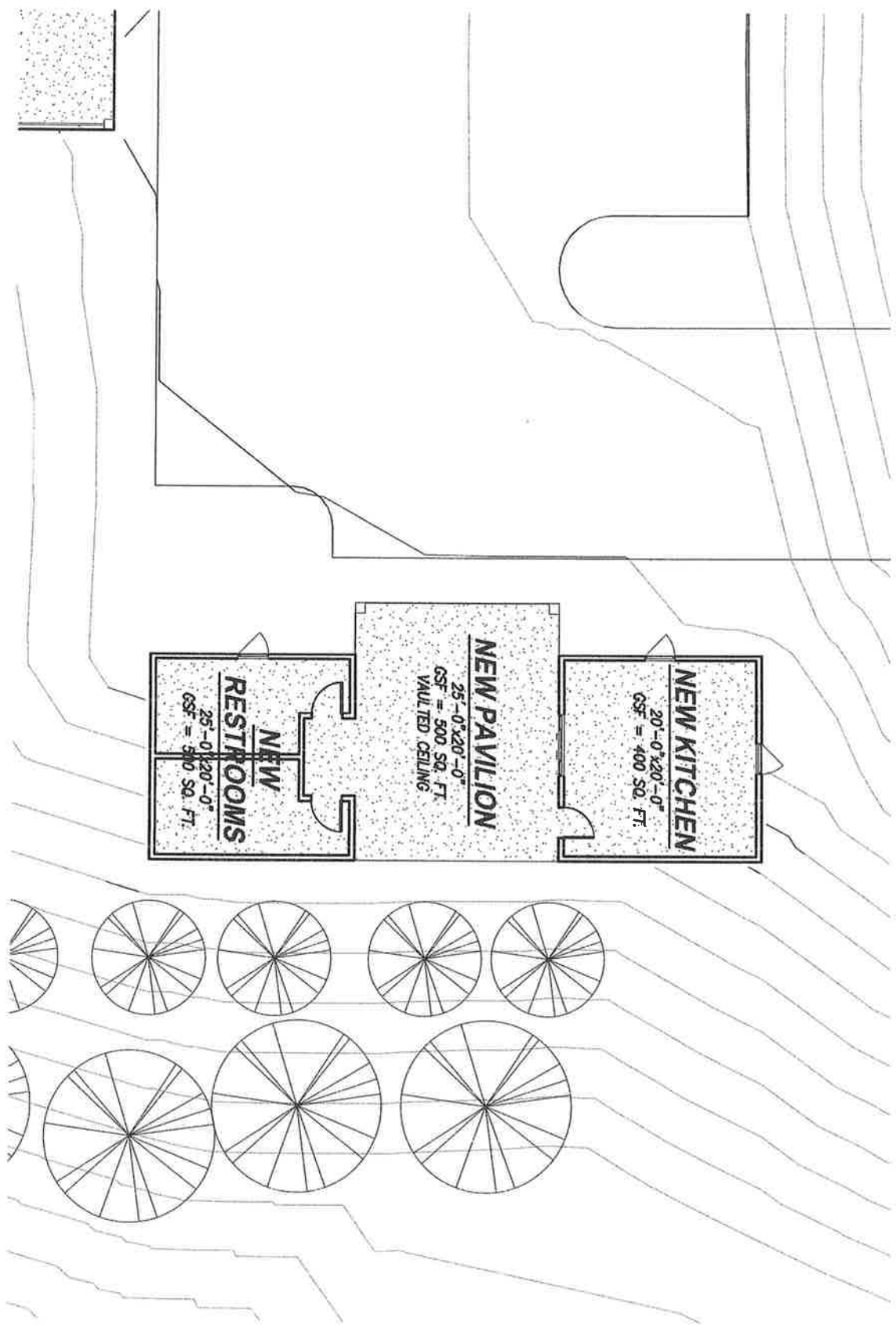
TOTAL COST: \$122,400.00

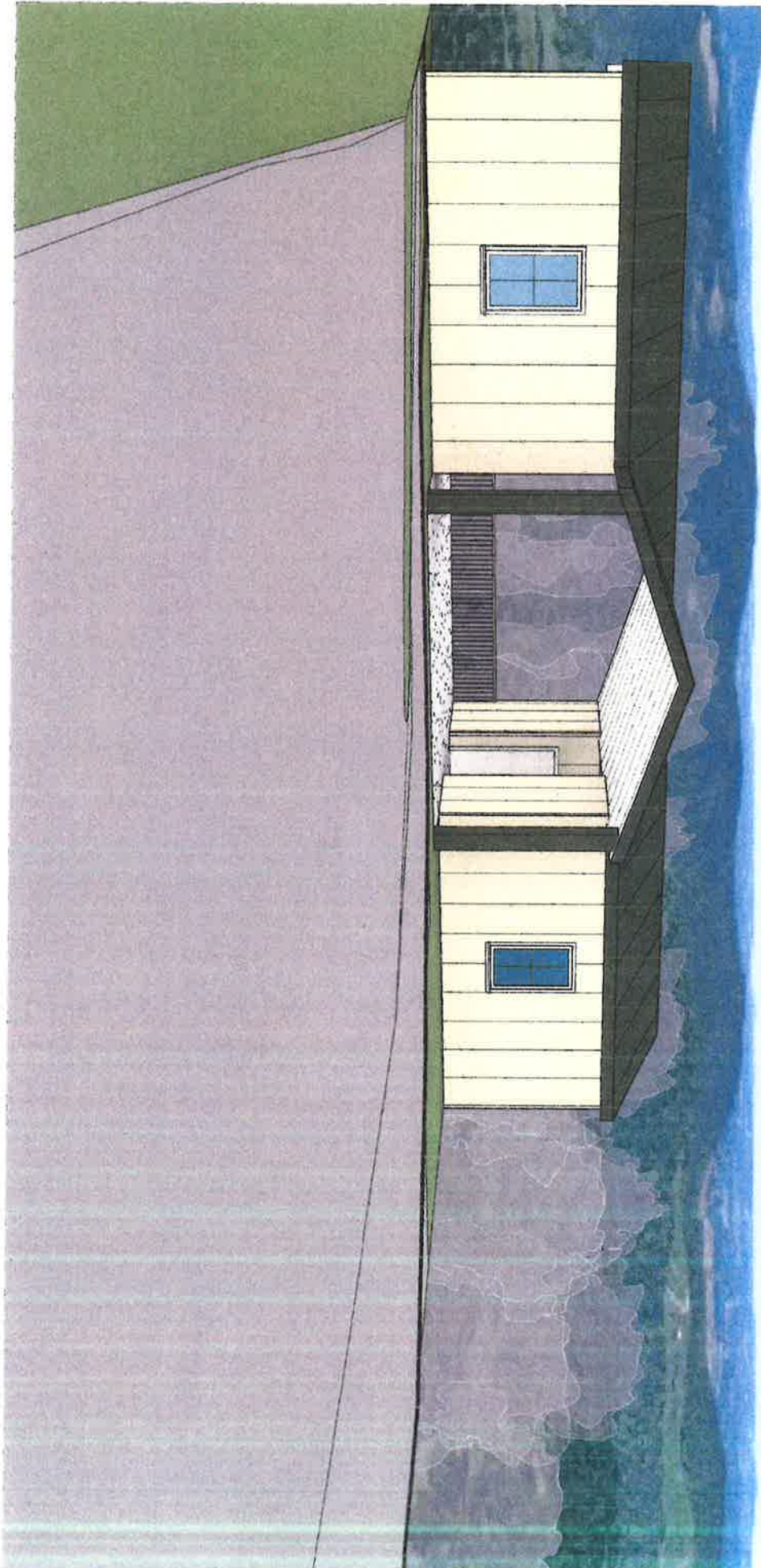
COMMENTS:

-Making this building usable will require regular maintenance from exterior painting, bathroom winterizing and other issues. Gutters will need to be cleaned regularly from many large trees around the building. Internet Access.

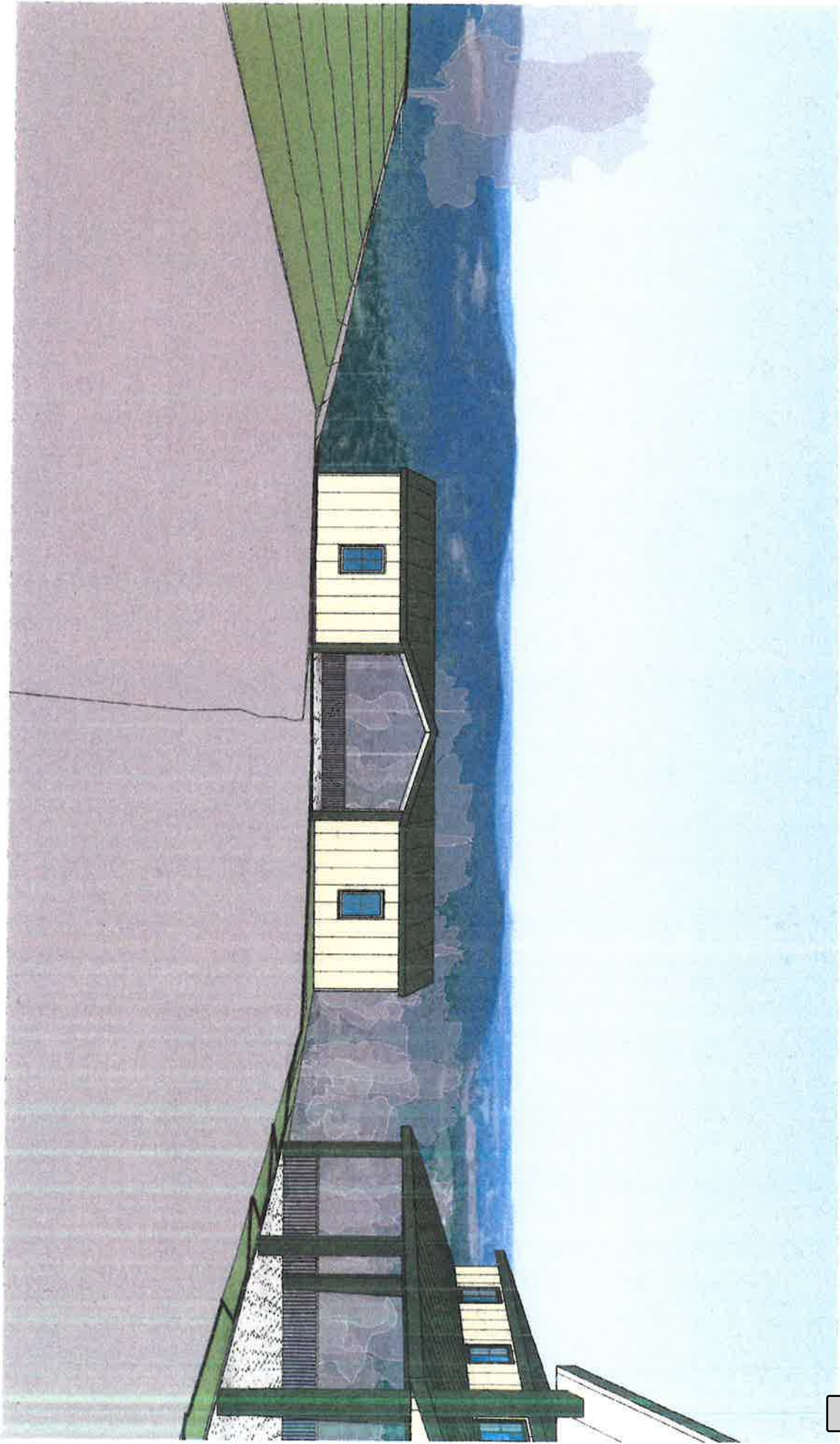
-Using the rehabilitation code to make the building safer or safe as may help save money on repairs.

-To demo the building and build a bath house/pavilion depending on what material is used would be low maintenance and would give full ADA access. Estimated Cost (Demo existing building and fill the hole, relocate utilities. , \$35,000) (New building pavilion, parking, ADA bath house, \$200,000)Total estimated \$235,000.00





Attachment: Structural Report and Sublett Estimated Costs (6008 : Town Park Building)



Attachment: Structural Report and Sublett Estimated Costs (6008 : Town Park Building)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
March 6, 2023

FISCAL YEAR 2022-23 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

- The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Police Department - DMV Grant - Payback of Reimbursement expenditure line items by increasing the funds to payback DMV grant money in the amount of \$4,975, by decreasing Capital Improvement Funds Expense expenditure line item by the \$4,975. This is being done as part of eligibility review due to the findings from the March 15, 2021 with the prior Police Department administration.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
DMV Grant - Payback	\$ 0	\$ 4,975	\$ 4,975	
Capital Improvement Funds	\$ 291,677	\$ 286,702	(\$ 4,975)	

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2022-2023 as designated on Resolution #2023-003.

Or

Alternative Motion



RESOLUTION 2023-003

FISCAL YEAR 2022-2023 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2023 Budget on June 21, 2022, and

WHEREAS, The proposed budget amendment will increase DMV Grant Payback expenditure line item by \$4,975; and

WHEREAS, The proposed budget amendment will decrease Capital Improvement Funds expenditure line item by \$4,975; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2022-2023 Budget as reflected below:

Budget Amendment for FY2022-2023 Budget

Operational Budget

	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
Police Department:			
DMV Grant Payback	\$ 0	\$ 4,975	\$ 4,975
Capital Improvement Funds Expense	\$ 291,677	\$ 286,702	(\$ 4,975)

Done this 06th Day of March 2023

Motion By:
Seconded By:
Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Staff Report on Budget Amendment for FY2023_03.06.2023 (6007 : Resolution 2023-003: Budget Amendment)

Haymarket Police Department Annual Report 2022

Allen Sibert, Chief of Police





Table of Contents

Message from the Chief Page 3

Geographics of the Town of Haymarket Page 4

Town Council Members Page 5

The Department’s Vision Page 6

The Department’s Mission Page 7

The Department’s Core Values Page 8

Organization Structure of Department Page 9

Budget Breakdown 2022 Page 10

2022 Developmental Accomplishments Pages 11-12

Community/Agency Activities Pages 13-15

Community Engagement Page 16

Acknowledgements Page 17



Message from Chief Sibert

It is my distinct honor to share with you the 2022 annual report for the Haymarket Police Department. This report will highlight the phenomenal work that our dedicated officers perform on a routine basis to maintain the safety and security of all residents, visitors, and business owners within our beautiful and historic town. The Town of Haymarket is known for our quaint atmosphere and wonderful businesses which warmly hosts many tourists on a daily basis. More importantly, due to the tireless commitment of our police officers and civilian staff, working in tandem with our community members, we continue to rank as one of the safest places to live in Virginia. The officers of this police department honorably safeguard this community through consistent civic engagement, proactive and innovative crime prevention methods, as well as strategic crime suppression tactics. We routinely review and strive to improve for an enhanced quality of life for all individuals, while providing the utmost professionalism, dignity, and respect in the performance of our duties.

This annual report will serve to provide transparency and accountability of your law enforcement department. We will continue to make the Town of Haymarket one of the top safest towns in Virginia through advanced crime reduction efforts and expanding our services. Additionally, we will bolster our positive community engagement through honest and open dialogue with our community members, increasing police officers' alternative means of patrol on foot and bicycle, and groundbreaking community enhancement initiatives. The officers of the Haymarket Police Department proudly serve you with honor and distinction as we look forward to the continued partnership with our esteemed community members.



We all love Haymarket, everyone's hometown.

Sincerely, Allen Sibert

Geographics

Haymarket is located at 38°48'46"N 77°38'6" W (38.812670, -77.635084).^[18] Haymarket is located in the Piedmont region of Virginia, sitting at the base of Bull Run Mountains.

According to the United States Census Bureau, the town has a total area of 0.5 square miles (1.3 km²), all of it land.

The greater town of Haymarket (ZIP code 20169) has a total area of 32.2 square miles (83.4 km²), with 0.2 square miles (0.5 km²) of water.^[19]

Haymarket is built on land that used to be hunting grounds of the western Iroquois nations, who came from the New York and Pennsylvania area around the Great Lakes. They used hunting paths through the land until 1722, when they made a treaty with the colonies of Virginia and New York to move into the Blue Ridge Mountain region.

Due to the hunting paths, this location, and later the town, were given the nickname *The Crossroads*. The town of Haymarket began to be developed and built after the American Revolutionary War, formally founded in 1799 on the land of William Skinker. The Virginia General Assembly gave Skinker the rights to lay out the town, which he drew to consist of 13 streets and 140 lots. Shortly after, a clerk's office and jail were constructed in 1801, as the town had been selected as the site of what is now a district court. The town owed its early development to business and trade associated with the regular court sessions.

Elected Officials



Title	Name	Term
Mayor	Ken Luersen	December 31, 2024
Vice Mayor	Tracy-lynn Pater	December 31, 2024
Council Member	Chris Morris	December 31, 2022
Council Member	Joe Pasanello	December 31, 2024
Council Member	Mary Ramirez	December 31, 2024
Council Member	Marchant Schneider	December 31, 2024
Council Member	Bob Weir	December 31, 2024
Incoming Council Member	David Leake	December 31, 2024

Other Local Officials

Title	Name
Town Manager	Emily Kyriazi
Treasurer	Roberto Gonzalez
Town Clerk	Kimberly Henry



The Haymarket Police Department is a professional police organization of irrefutable noble character, respected and trusted by the entirety of the community and its citizens to guard their freedoms, safety, and security. We strive to accomplish this through the following department objectives....

- * Protect community members, tourist, and property
- * Maintain a low crime rate through a high visibility preventive patrol, crime prevention, and community partnerships
- * Develop relationships with local residents and businesses
 - * Partner and collaborate with our neighboring Law Enforcement Agencies, thus providing effective and efficient response to local emergencies and community issues
- * Keep the Town of Haymarket a Pedestrian friendly town through concentrated traffic enforcement
- * Provide community engagement opportunities to our residents, business owners, and visitors

The Department's Vision

The Haymarket Police Department, in dedicated service to the Town of Haymarket, guards and protects the life, property, and constitutional rights of all people in the community in order to facilitate and foster a safe and secure community.

The Department's Mission



The Department's Core Values



Courage

We are willing to confront internal and external challenges. We recognize the dangers inherent in our profession and are willing to place the safety of others above our own.

Competence

We are knowledgeable and proficient in the performance of our responsibilities. We assess our actions to improve performance.

Commitment

We pledge to fulfill our missions by being accountable to our community, our department and to each other.

Compassion

We care about the well-being of all members of our department and community. We treat everyone with dignity and respect.

Integrity

We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession. We uphold the public trust and our commitment to our core values.

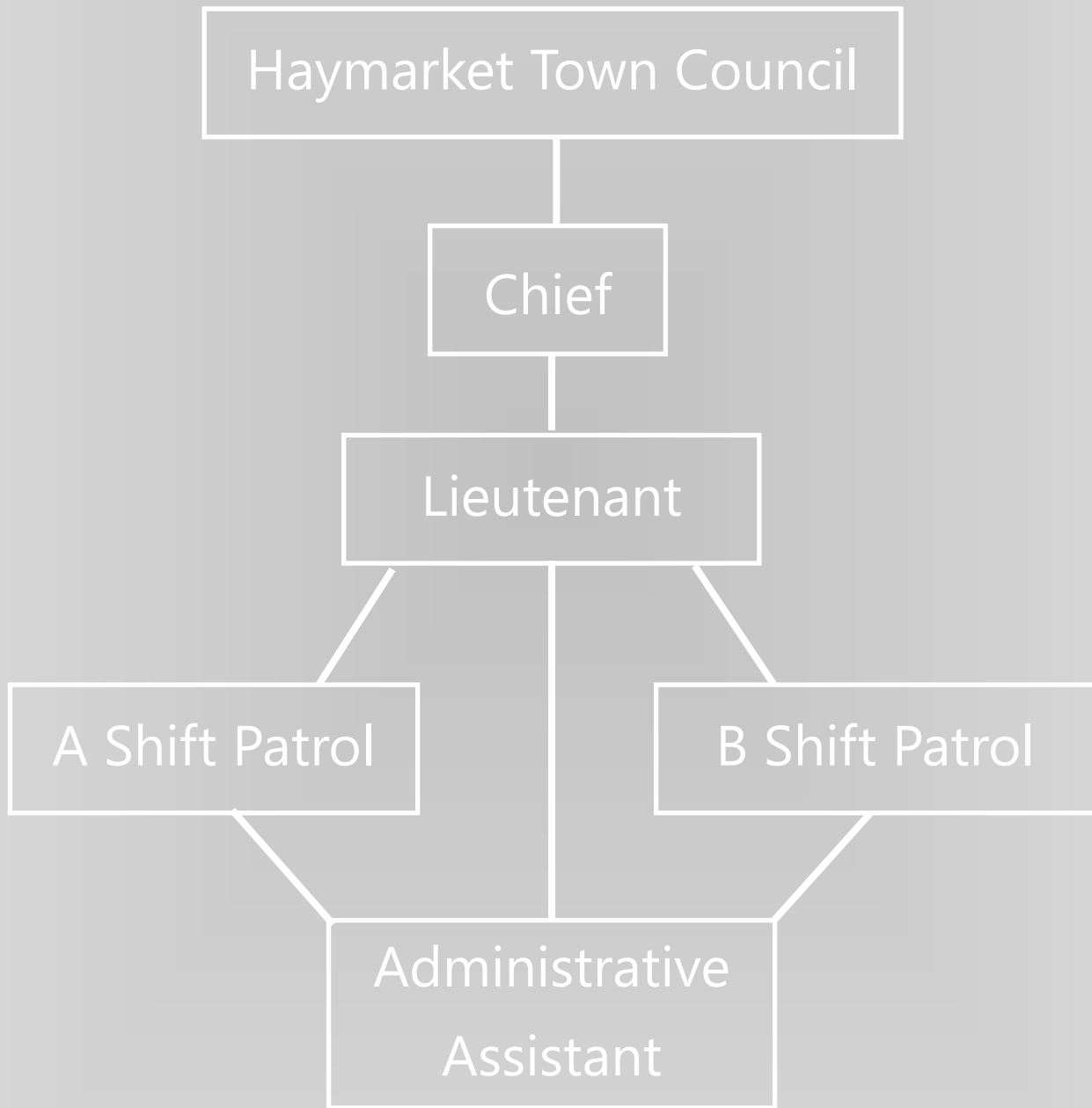
Professionalism

We are accountable to ourselves and the public for the quality of our service. We strive for exceptionalism in standards of proficiency and conduct in all aspects of our duties. We seek to continually improve ourselves, our department, and our community relationships.

Respect

We recognize the authority we hold and will treat others as we would like to be treated. We faithfully, and without bias, honor our obligations to the community.

Organizational Structure of the Department



Law Enforcement Services and Statistics



The Haymarket Police Department responded to 915 calls for service resulting in 44 reports taken and 23 arrest made.

Crime Type	2022
DUI (Misdemeanors)	7
Domestic Assault	3
Felony Narcotics Arrest	2
Shoplifting	1
Obstruction of Justice	1
Felony Eluding	2
No Operator's License (OL)	1
Drunk in Public	1
Open Container	1
Wanted (Felony Narcotics possession)	2
Wanted (Misdemeanor Failure to Appear)	1
Felony Embezzlement	1

The Haymarket Police Department conducted a total of 767 traffic stops in 2022. 260 summonses and 588 warnings were issued.

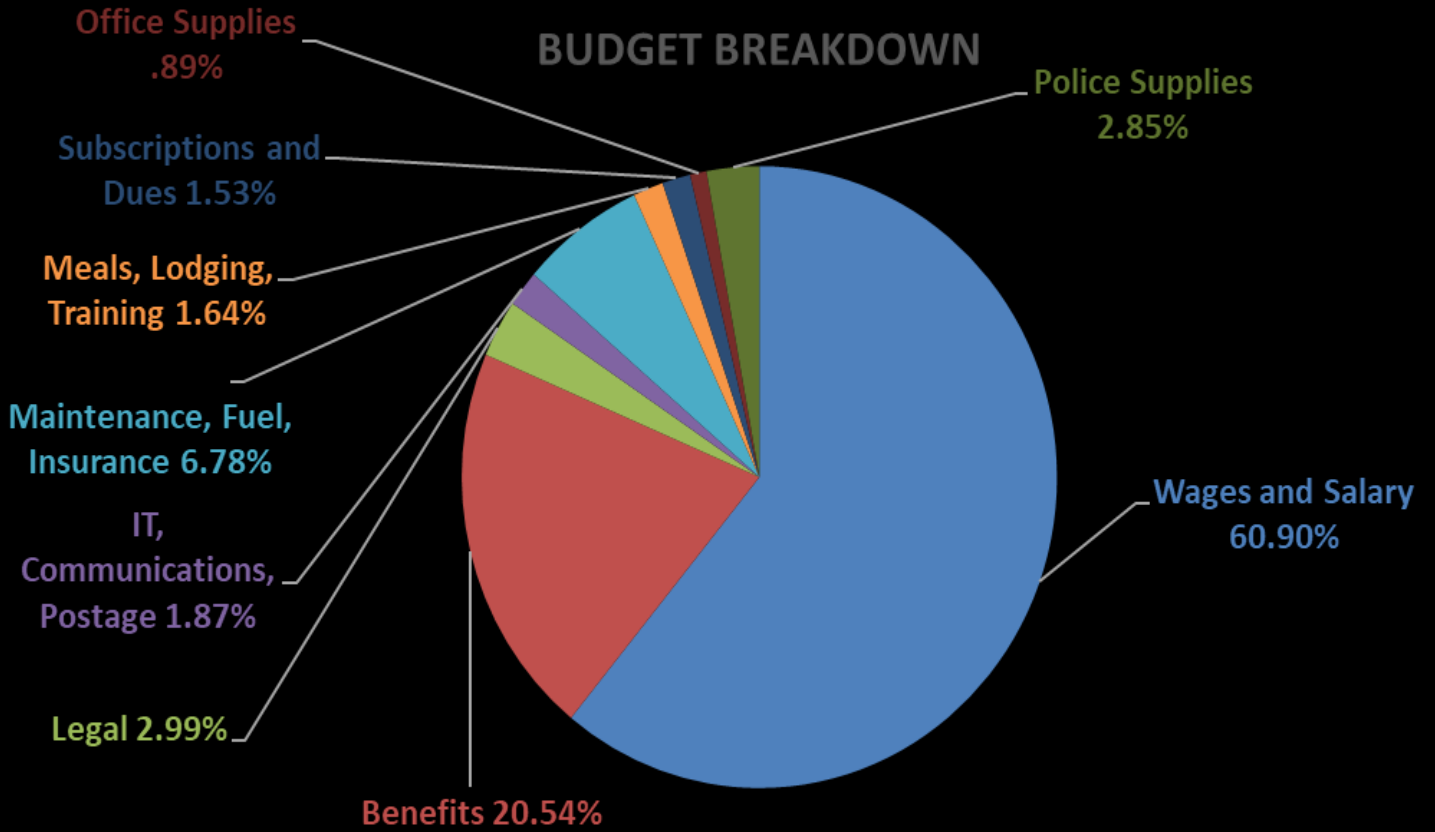
Crime Analysis

Using the Uniform Crime Reporting (UCR) program.



Crime Type	Code	2022
Destruction of Property	290	5
DUI	90D	7
Domestic Assault	13B	3
Felony Narcotics Possession	35A	4
Failure to Appear	90Z	1
Felony Embezzlement	270	1
Felony Eluding	90Z	2
No Operator's License	90Z	1
Drunk in Public	90E	1
Open Container	90Z	1
Larceny	23H	2
Theft of Motor Vehicle Parts	23G	2
Hit and Run	90Z	4
Obstruction of Justice	90Z	1
Breaking and Entering	220	1
Shoplifting	23C	2
Vehicle Theft	240	1
Pass Counterfeit Money	90Z	1
Theft from Building	23D	3
TOTAL Incidents:		44

Budget Breakdown for 2022



The Haymarket Police Department is one component of the budget for the Town of Haymarket. Personnel costs for salaries and benefits are the largest part of our budget. The rest are operational costs to keep the department functioning.



2022 Departmental Accomplishments

1. Reconstituted the Office with Experienced Professional Police Officers
2. Increased community outreach / events by 400%
3. Procured departmental server to properly store office information and data
4. Modernized the Mobile Data Terminals that the Officers use for daily duties
5. Initiated the Virginia Law Enforcement Professional Standards Commission process
6. Applied and awarded the following grants: (Total of grants exceed \$42,000)
 - a. 2019 LOLE
 - b. 2020 LOLE
 - c. 2021 LOLE
 - d. 599
7. Established Town Employee Fitness Center
8. Procured Safe for Firearms Storage
9. Procured Safe to properly store evidence and property
10. Implemented 5-year strategic plan for capital improvements
11. Implemented proper fiscal practices for budget management
12. Developed timesheet to allow for data analysis of resources
13. Restructured dated general orders to encompass modern policing practices
14. Implemented an inventory control system to track all town owned property
15. Created synergy between Town staff, Town Council, and the finance liaisons
16. Developed money saving practices for procurement of supplies needed by staff
17. Implemented proper fiscal management of Inventory tracking
18. Created annual staff trainings in accordance with VLEPSC Standards
19. Developed Organizational Chart
20. Established Personnel folders to track training, letters of commendation, evaluations, and all other needed employee documentation
21. Conducted Active Shooter training with local businesses

2022 Departmental Accomplishments

Cont'd...



22. Established monthly meetings with the Prince William County Western District Command Staff for rapport and conveying of important information
23. Implemented Annual Blood Drive
24. Supported Local Food Pantry
25. Supported Carried to full term through partnership with Next Level Training
26. Fully implemented department Drone Program
27. Completed Northern Virginia Hazard Mitigation Study
28. Conducted Security Assessment of Townhall building and offices
29. Contracted cost saving Printer/Copier Services and replaced outdated computers
30. Procured Town Maintenance Truck though government surplus site.
31. Implemented annual "Operation Santa Claus" which provided toys to local youth
32. Entered Mutual Aid Agreements with Prince William County Police Department
33. Assisted with updating the Town Policy Manual
34. Updated Department Lobby with signage and resource information area
35. Improved Department security system
36. Outfitted cruisers with proper first aid kits
37. Implemented cost saving measures for the departmental procurement
38. Created Victim Witness brochure which is required by VA State Code
39. Issued higher visibility Event uniforms for events
40. Partnered with outside Law Enforcement Agencies to assist with training and event staffing needs
41. Implemented department procedures to make Haymarket a Pedestrian Friendly town
42. Implemented community notification system, Haymarket Alerts

Community Activities



Attachment: Annual Report 2022 (6009 : Police Department Annual Report)

Community Activities



Attachment: Annual Report 2022 (6009 : Police Department Annual Report)

Haymarket Day!



Our Town's biggest event of the year! Attended by over 20,000 spectators and 200 vendors.



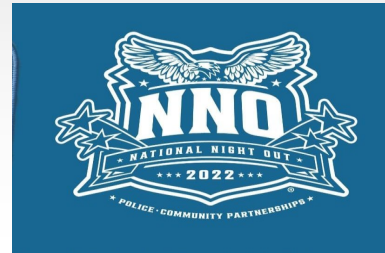
Voted the Readers' Best Annual Event by Haymarket Lifestyle for five years and counting!



Attachment: Annual Report 2022 (6009 : Police Department Annual Report)

Community Engagement

Haymarket Police Department partners with Manassas Police Department, DEA, Prince William County Police Department, Novant Health UVA Health System, and Prince William County Community Services Board for a great partnership to serve our communities during National Drug Take Back Day. In 2022, we helped bring in 202 pounds of unused prescription drugs.



In August, we host National Night Out. It enhances our relationship between neighbors and businesses while bringing back a true sense of community. It is positive way to bring us all together.



We take part in Prince William's Polar Plunge to help raise money for the Special Olympics Virginia.



We partner with the Town Council, UVA Health System, and the Hilton Garden Inn in hosting a blood drive give to help save lives.



A way for residents and business owners to come talk to Us.



Contact Information



15000 Washington Street
Suite 110
Haymarket, VA 20169



Phone: 703-753-2700
Non-Emergency:
703-792 6500
Emergency: 9-1-1



<https://www.townofhaymarket.org/police>



Haymarket Police Department
www.facebook.com/



Acknowledgements

Photos from the Haymarket Police Department archives

Editing by Chief Allen Sibert

Designed by Administrative Assistant, Anne Seiff