



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, November 7, 2022

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

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Remote, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Motion

Councilmember Weir moved that the Town Council go into closed session pursuant to Virginia Code§ 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager, the Chief of Police, the Town Clerk and the Town Treasurer. Councilmember Ramirez seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

III. Certification

1. Certification of Closed Session

Councilmember 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. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Morris, Pasanello, Weir, Ramirez, Luersen
ABSENT:	Marchant Schneider, TracyLynn Pater

2. Motion or Directives from Closed Session

There were no motions or directives coming out of the closed session.

IV. Recess

The Town Council took a recess before proceeding to the regular monthly meeting.



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 7, 2022

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Remote, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation: Pastor Brian Johnson - Haymarket Church

Pastor Johnson from Haymarket Church gave the evening's invocation.

IV. Community Spotlight: Rooted in Education - Recap on Haymarket's Community Gardens

Mayor Luersen invited Nadia Stewart from Rooted in Education to the podium for the evening's Community Spotlight. Mrs. Stewart gave the end of season spotlight and report on her first year of taking over the management of the Haymarket community gardens. She first thanked the Town Council, the staff and the police department for all of the support and help during the first year. She stated that this opportunity has been a lot of fun and has given her the time to reflect on the totality of the success of the garden. She stated that this year was a success but not without the support of the Town and everyone involved. She continued by stating that the purpose of the garden was three fold: to provide access to produce for the community at large, to be an educational space, and to be a local sanctuary. She stated that approximately 40 pounds of produce was recorded that was taken by people in the community; 30 of which went directly home from those who had a space in the garden. She shared her excitement that people in community knows that the garden is there and looking forward to even more participants in the next growing season. She shared that these numbers are not truly reflective of what was actually grown. She stated that her goal for next season is more signage and better tracking of people weighing what they are taking. She shared that one of the challenges this season that she will strongly address next growing season would be the water supply. As part of the educational space, there were several events held over the summer. She shared that a local Girl Scout troop held some education days, a half day gardening workshop for kids, and Councilmember Ramirez helped with the beehive hotel workshop for the kids. They also held several meet-ups for the public for general maintenance of the garden. She shared several incidents of the garden being a sanctuary place. Lastly she shared some quotes from the harvest tracking sheet. She stated in terms of going forward to the next season she plans on start filling out the schedule of events for 2023, adjusting the crop plant accordingly based on her experience from this past year, and working with staff at installing a compost bin. After her presentation she asked for any questions from the Council. The Town Council thanked Mrs. Stewart for her hard work in her first year at the garden.

V. Citizens Time

No citizens were present at this meeting.

VI. Consent Agenda

Councilmember Weir asked to have the Police Chief's report and Town Treasurer Report.
Councilmember Pasanello asked to pull the Town Admin report. Mayor Luersen asked to pull the minutes from the October 6th regular meeting.

Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4. Councilmember Pasanello seconded the motion. The motion carried.

After the items pulled were discussed, Councilmember Weir moved to adopt Consent Agenda items A:5, B:1, B:2 and B:3. Councilmember Morris seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Closed Session Meeting - Aug 29, 2022 6:30 PM

Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4. Councilmember Pasanello seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

2. Mayor and Council - Work Session - Aug 29, 2022 7:00 PM

Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4. Councilmember Pasanello seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

3. Mayor and Council - Work Session - Sep 26, 2022 7:00 PM

Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4. Councilmember Pasanello seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

4. Mayor and Council - Closed Session Meeting - Oct 6, 2022 6:00 PM

Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4. Councilmember Pasanello seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

5. Mayor and Council - Regular Meeting - Oct 6, 2022 7:00 PM

After the items pulled were discussed, Councilmember Weir moved to adopt Consent Agenda items A:5, B:1, B:2 and B:3. Councilmember Morris seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

B. Department Reports

1. Town Administration Report

Councilmember Pasanello stated that he wanted to give Town Manager Emily Kyriazi an opportunity to speak on any issues since this could be her last meeting before going on maternity leave. Mrs. Kyriazi shared that since she will soon be on maternity leave, she would ask the Council to appoint an acting Town Manager in her absence. She stated that she would like to add that item to the agenda so that an appointment could be made with discussion on a start date. She shared that the office has started the transition with her expected leave to start November 18th. She shared that the new Town Planner has started and is prepared to take over the tasks at hand. A question was addressed on the shipment of the new audio/visual equipment. Mrs. Kyriazi stated the final shipment is tentatively set for end of November. A discussion followed on a complaint on a event that was recently held. Mrs. Kyriazi shared that she will loop the Chief into the complaint and will report back to the Council. Finally, the Town Council thanked Matt Burrows, the Town Maintenance employee, for the all hard work preparing for and during the Haymarket Day event.

2. Treasurer Report

There was a discussion on coming up with a policy if a citizen states that they didn't receive their real estate refund check. Mr. Gonzalez shared that he would like to come up with a policy after 90 days of when the check was issued since it may incur a cost to the Town on a stop payment fees for each check not cashed. Mr. Gonzalez stated that he has been tracking the checks cashed on a regular basis and shared at this time most of the checks have been cashed.

3. Police Chief Report

There was a discussion on the police chief's report particularly officer initiated calls. Chief Sibert shared that the numbers increased in the past few months to be more proactive approach on the increase numbers of larcenies in the area and having a bigger presence. The discussion on the out of town activity. Chief Sibert there was an error in the numbers given to him and realized the agenda was posted before it was caught.

A discussion followed on the emergency management text alert that rolled out on Haymarket Day.

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison

2. Business/Community Liaison Report

3. Planning Commission Report

4. ARB Liaison Report

VII. Agenda Items

1. Snow Removal Policy

Town Manager Emily Kyriazi presented a draft language of the snow removal policy. She stated that this was drafted after a discussion with Town Attorney Martin Crim. She asked for any questions and shared that Mr. Crim was also available for any questions from the Town Council. Mr. Crim stated that a lot of localities do not have the resources available for snow removal so they encourage the adjacent property owners to do that for them. Mr Crim gave examples on how surrounding localities handle it situation if the sidewalk is not shoveled in front of their property. A discussion followed on the subject. Some of the items discussed were the sidewalk adjacent to a development that has an HOA and the sidewalk is not within the HOA who would be responsible. Another discussion point would be the elderly who are unable to clear the property. The Town Council collectively agreed in having a public hearing on this subject at a future meeting and asked Mrs. Kyriazi if she could gather enough information for the next Work Session, such as the area HOA guidelines and regulations relative to their snow removal policies. The Town Council directed staff to address the policy on section at a time and establish a schedule of when each section would be addressed. There was no action on this item and was directed by Council to hold this item on upcoming agendas.

2. Town Administrative Assistant Position

Town Treasurer Roberto Gonzalez shared the expense breakdown from moving the administrative assistant part time position to a full time position. Mr. Gonzalez went over the budget line item to bring the position to full time effective November 7, 2022. Mr. Gonzalez stated that the biggest expense with moving this position from part time to full time would be the

benefits associated with a full time position. Mr. Gonzalez stated that the current budget would be able to fund this position by doing a 2nd quarter budget amendment.

Councilmember Pasanello moved to convert the part time admin to a full time admin as presented effective November 7, 2022. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

3. Police Department Office Assistant Position

Town Treasurer Roberto Gonzalez stated this position would be a newly generated position that is not currently in the budget. Mr. Gonzalez shared that Chief Sibert would like this position to be effective January 1, 2023. Since this is a part time position, Mr. Gonzalez stated that there would be no benefit package associated. He shared that the police department budget will fund this position. Chief Sibert shared that he has received a large amount of applications and feels that this position will not be difficult to fill.

Councilmember Weir moved to authorize the Chief to continue with the hiring process for a part time administrator to start January 1, 2023 and direct the Treasurer to draft the appropriate budget amendment as part of the second quarter budget amendment. Councilmember Morris seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

4. Communication Plan Update

Town Manager Emily Kyriazi gave a brief update by sharing some information on the survey that was put out. She shared that they were able to capture 25 results from the citizens survey that has since closed. Mrs. Kyriazi also shared that the business communication survey has gone out. She stated that the responses from the businesses have been helpful. Mrs. Kyriazi stated Vice Mayor Pater will be analyzing the results from both surveys and will bring a detailed communications plan that best fits the Town moving forward.

5. Appointment of Acting Town Manager

Town Manager Emily Kyriazi stated that she plans on her last day in the office will be November 18th before she starts maternity leave. She stated that she would be working from home during the beginning of the next week but would recommend that the Town Council appoint Roberto Gonzalez as acting Town Manager effective November 18th.

Councilman Joe Pasanello moved to appoint Roberto Gonzalez as the Acting Town Manager during the absence of Town Manager Emily Kyriazi effective 4:30 pm on November 18, 2022 lasting the duration of Mrs. Kyriazi's maternity leave. Councilmember Weir seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
SECONDER:	Bob Weir, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

VIII. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater was absent for this meeting.

2. Councilmember Weir

Councilmember Weir reminded the citizens about the Town Council election being held the next day, November 8, 2022.

3. Councilmember Pasanello

Councilmember Pasanello reminded everyone about Veterans Day on Friday, November 11th. He thanked staff for the hanging of the military banners. Lastly, Mr. Pasanello thanked Councilmember Morris for his service to the Town of Haymarket and wished him well on his transfer and the next season of his career.

4. Councilmember Schneider

Councilmember Schneider was not present at this meeting.

5. Councilmember Ramirez

Councilmember Ramirez apologized for the wet flags being distributed during Haymarket Day. She stated that it was an accident and assured it would not happen next year. She thanked everyone who was involved with Haymarket Day. She commented on the beautiful weather and was grateful for the community of volunteers, the community of teachers that represented each school with their colors as the Grand Marshals of the parade and appreciated the hard work of staff for organizing a successful event. She also reminded the citizens to use their voting power at the elections on November 8th. She shared that the correct polling place for Town elections would be Tyler Elementary School. Councilmember Ramirez wished everyone a peaceful Veteran's Day and reflect on those who gave up so much for our freedom. Lastly, she wished everyone a Happy Thanksgiving and stated that she is thankful for her fellow councilmembers and citizens of this Town.

6. Councilmember Morris

Councilmember Morris thanked all the residents of the Town of Haymarket for their vote of confidence by electing him and allowing him to serve his community for over eight years. He also thanked his fellow Councilmembers and Staff that he served with during that time.

7. Mayor Luersen

Mayor Luersen shared that he will be doing his Mayor's walk on Saturday, November 12th. He also shared that with Mr. Morris leaving office prior to the new Council taking over, the vacancy would need to be filled.

IX. Adjournment

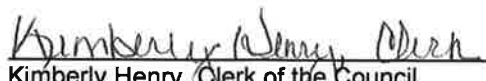
With no further business before the Town Council, Councilmember Morris moved to adjourn with a second by Councilmember Ramirez. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

Submitted:

Approved:


Kimberly Henry, Clerk of the Council


Kenneth Luersen, Mayor

