



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, October 6, 2022

7:00 PM

Council Chambers

### **I. Call To Order**

### **II. Pledge of Allegiance**

### **III. Moment of Silence**

### **IV. Citizens Time**

### **V. Award and Recognition of Promotion Presentaton: Chief Al Sibert**

### **VI. Consent Agenda**

#### **A. Minute Approval**

1. Mayor and Council - Work Session - Jul 25, 2022 6:00 PM
2. Mayor and Council - Closed Session Meeting - Sep 6, 2022 6:00 PM
3. Mayor and Council - Public Hearing/Regular Meeting - Sep 6, 2022 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. Police/Personnel Liaison Report
3. Business/Community Liaison Report
4. Planning Commission Liaison Report
5. ARB Liaison Report

### **VII. Agenda Items**

1. Ordinance 2022-003: Meals Tax Free Weekend
2. Ordinance 2022-004: Real Estate Tax Refund
3. Resolution- Rappahannock Regional Justice Training Academy Charter Amendments
4. Letter of Support - Railroad Crossing Elimination Grant Program
5. Blight Ordinance Discussion
6. Town Communication Plan Discussion
7. Town Hall Security Plan
8. New Voting Information

### **VIII. Councilmember Time**

1. Vice Mayor Pater
2. Councilmember Morris
3. Councilmember Ramirez
4. Councilmember Schneider
5. Councilmember Pasanello
6. Councilmember Weir
7. 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, July 25, 2022

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Closed Session

#### 1. Closed Session Motion

**Councilman Weir moved that the Town Council 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 the MOU with Haymarket Hotel Venture. Vice Mayor Pater seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

#### 2. Certification

**Councilman 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. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

### III. Adjournment

The Council continued onto the Monthly Work Session meeting.

Minutes Acceptance: Minutes of Jul 25, 2022 6:00 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

Tuesday, September 6, 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: Remote, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Absent, Mayor Kenneth Luersen: Present.

### II. Closed Session

#### 1. Closed Session Motion

Councilmember Weir moved that the Town Council to go into closed session as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to the pending case of Bean vs. The Town of Haymarket, here such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town; and 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 transient occupancy taxes. Vice Mayor Pater seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>ABSENT:</b>	Mary Ramirez

#### 2. Certification

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. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Luersen
<b>ABSENT:</b>	Mary Ramirez

### III. Adjourn Closed Session

The Town Council recessed until the start of the regular monthly meeting.

Minutes Acceptance: Minutes of Sep 6, 2022 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

Tuesday, September 6, 2022

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

Prior to the Pledge of Allegiance, Mayor Luersen shared that Councilmember Schneider needed to leave the meeting but would try to return to the meeting at a later time.

Councilman Marchant Schneider: Late (8:55 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Absent, Mayor Kenneth Luersen: Present.

### II. Pledge of Allegiance

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

### III. Invocation: The Reverend Sean Rousseau - St. Pauls Episcopal Church

Mayor Luersen invited the Reverend Sen Rousseau to the podium to give the evening's invocation. Prior to the invocation. Reverend Rousseau shared that St. Pauls Episcopal is celebrating their 200th anniversary. He stated that the church started in 1822. He shared that during the month of September and October, the church is doing historical briefs during their services that highlights the Church and the Town and how they are mixed together.

### IV. Community Spotlight - Jenni Green: Alex's Army

Jenni Green, co-founder of Alex's Army, Childhood Cancer Foundation in Haymarket, shared with the Town Council about her organization and what services they provide for families in the area that are affected by childhood cancer. She shared with the Town Council their mission and some of the new things that they have been doing. She stated that Alex's Army started in 2014 with the mission to fund research, with a focus on wilms tumor, to raise awareness to all childhood cancers and to provide support to the childhood cancer community, especially families within the area of Haymarket. Mrs. Green shared that since 2014, the organization donated \$550,000 in research funding for childhood cancers and has also provided funding particularly for immunotherapy trials that was not available before. She thanked the Town for allowing her organization to hang the golden ribbons on the light poles in the Town. She shared that the all volunteer organization provided care packages and essentials including food delivery to families through the Covid pandemic. She shared about the love and pickles ministry that the organization recently started, which provides meals and groceries for local families. Within the last year, the organization has given out Green and Gold scholarships for area athletes that have been impacted by childhood cancers. Lastly, Mrs. Green invited a local family to the podium to share their story and how Alex's Army has helped her family, particularly her daughter who was diagnosed with lymphoma. Mayor Luersen thanked Mrs. Green for sharing her story and for displaying the gold ribbons on the light poles aligning the streets of Haymarket to bring awareness to childhood cancer.

### V. Public Hearing Continuation - 6712 Jefferson St

Mayor Luersen asked if there was any citizen comments on the subject. With no comments, Mayor Luersen closed the hearing.

#### 1. Joint Public Hearing Notice

#### 2. Motion to withdraw the application

**Councilmember Weir moved, without objection, to withdraw the zoning text amendment for 6712 Jefferson Street. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

Minutes Acceptance: Minutes of Sep 6, 2022 7:00 PM (Minute Approval)

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

## VI. FY2022 Surplus Presentation

Town Treasurer Roberto Gonzalez and Town Manager Emily Kyriazi gave a presentation on the FY2022 surplus. The key discussion points at the evening's meeting was the regarding the town's surplus: the proposed real estate tax refund, capital improvement projects and future revenue forecasts for the Town. The current pre-audited surplus was \$507, 748. Mr. Gonzalez showed a few examples of why the Town ended with a surplus and gave some suggestions on how to use the surplus. Those included a real estate tax refund, finishing the Town Park Sidewalk, the Town Center Master Plan, and a proposed Park building rehabilitation. He stated that if the Council agreed on a real estate tax refund, the amount would be \$250,000 with the remaining amount going towards capital improvement projects. The proposed capital improvement projects include the Town Park sidewalk, the Town Center Master Plan, and the Proposed Park building rehabilitation project. Town Manager Emily Kyriazi gave more detailed information on each capital improvement projects. Mr. Gonzalez presented debt reduction, proffer funds, and ARPA funds as projected additional revenue sources for future fiscal years. Examples for each category were given in the presentation.

At the end of the presentation, Mrs. Kyriazi offered a time for questions or discussions. The Council decided to wait until the subject comes up on the agenda.

### 1. Surplus Presentation

## VII. Public Hearings

### A. Public Hearing - Real Estate Tax Refund

Town Clerk Kim Henry read the public notice into the record. There were no citizens present wishing to comment on this public hearing.

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

#### 1. Public Notice

### B. Public Hearing - Town Charter Amendment

Town Clerk Kim Henry read the public notice into the record. There were no citizens present wishing to comment on this public hearing.

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

#### 1. Town Charter Public Notice

## VIII. Close Public Hearings

## IX. Open Regular Meeting

## X. Citizens Time

Mayor Luersen opened the floor for anyone wishing to address the Town Council. There were no citizens wishing to address the Council at this meeting.

There were several students from Battlefield High School in attendance completing a Government class requirement. At this time, Mayor Luersen asked for a brief recess so that he could meet the students before moving on to the agenda items at hand.

## XI. Consent Agenda

Councilmember Morris asked for the Town Administration report to be pulled from the Consent Agenda.

**Councilmember Weir moved to adopt Consent Agenda Section XI A:2-4,B:1-5 and C:1-4. Vice Mayor Pater seconded the motion. The motion carried.**

### A. Minute Approval

1. Mayor and Council - Work Session - Jul 25, 2022 7:00 PM

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

2. Mayor and Council - Regular Meeting - Aug 1, 2022 6:00 PM

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

3. Mayor and Council - Regular Meeting - Aug 1, 2022 7:00 PM

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

## B. Department Reports

### 1. Town Administration Report

Councilmember Morris acknowledged and congratulated Emily Kyriazi for her 5 years of service to the Town of Haymarket. Mr. Morris presented Mrs. Kyriazi with a small gift of appreciation. Councilman Weir asked for an update regarding the proposed fence installation at 14871 Washington Street. Town Manager Emily Kyriazi provided the update given to her from the property owner. There was also a question about blight mitigation on several properties. Mrs. Kyriazi stated that zoning violations could be issued on several properties with direction from the Council. After a short discussion, the Town Council directed Mrs. Kyriazi to proceed with the violations.

### 2. Town Treasurer Report

### 3. Police Chief Report

### 4. Town Engineer Report

### 5. Town Attorney Report

## C. Liaison Reports

### 1. Finance Liaison Report

### 2. Police/Personnel Liaison Report

### 3. Business/Community Relations Liaison

### 4. Planning Commission Liaison Report

### 5. Architectural Review Board Liaison Report

## XII. Agenda Items

### 1. Real Estate Tax Refund Discussion and Draft Resolution

**Councilmember Weir moved to adopt Resolution 2022-12. Councilmember Pasanello seconded the motion.** A discussion followed on the subject. Councilmember Morris stated that although he thought it was a good idea, he felt that the timing was not right. He stated that there were other areas that would benefit the entire community if put to better use such as a pavilion at the Town park, renovation of the park building, sidewalks and the Town Center. He also suggested the consideration of having an FTE of the custodian and the increase of an additional police officer. He summarized by stating although it is a great option, now was not the right time for it. Vice Mayor stated that she understands Mr. Morris points but also sees where the refund would benefit families right now and would be in support of the refund. Ms. Pater mentioned grant opportunities for Town projects. Councilmember Weir stated that the refund was based on an analysis of the surplus and future projected revenue from increase in businesses coming to the Town and new construction of homes that would generate additional real estate tax,

proffers, ARPA and other grant funding. Councilmember Pasanello also supports the real estate tax refund. He shared that he feels that the residents and business property owners need some help given the state of the economy the past two years post covid. Mayor Luersen stated that he understands the pain the property owners are going through with the increase tax assessments from Prince William County. He stated that if the refunds are given, the Town is alleviating a hurt that they didn't create. He stated that he has been trying to promote a strategic planning initiative of the Town so that the Council knows exactly where they stand in relation to the Town's assets. Mayor Luersen mentioned several items that he felt should take priority and that with the funds the Town could be proactive on these items instead reactive. Discussion continued on the subject.

**Councilmember Weir moved to table the item temporarily until Councilmember Schneider comes back into the meeting. Councilmember Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
<b>ABSENT:</b>	Marchant Schneider, Mary Ramirez

**2. Town Charter Amendment Discussion and Draft Resolution**

Town Manager Emily Kyriazi gave a brief explanation that the Town Clerk would be making any amendments to the Town Charter as the Council goes through the charter so that the resolution can be adopted with the changes so that the Charter will be ready to send onto the General Assembly.

Councilmember Weir moved to adopt Resolution 2022-013 the Town Charter. Councilmember Pasanello seconded the motion. Mayor Luersen opened the floor for discussion and suggested edits. Councilmember Pasanello asked that the Council considered to make edits to Article III, Section I:4. There was a discussion of splitting the item into two separate numbers. Mr. Pasanello stated that there was no definition of disorderly conduct and the right to expel. He stated that it should be given to the voter. A lengthy discussion followed on this item. At this time, Councilmember Schneider entered the meeting at 8:55 p.m. After the discussion, the Town Council made the edits to the Article.

**Councilmember Weir moved the removal of the first sentence "The Council may fine its members for disorderly conduct and with the concurrence of 2/3 expel a member." Councilmember Pasanello seconded the motion. The motion carried.**

The other item brought to the attention of the Town Council was Article III Section1:1 was to change the date to January 1 and a continued discussion ensued on the term of electors. After the discussion, the Town Council agreed to strike the entire Paragraph 4 of Section 1 and letting it fall on State Code.

**Councilmember Weir moved to adopt Resolution 2022-13 as amended. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>ABSENT:</b>	Mary Ramirez

**3. RFP Notice of Intent - Town Sidewalk Project**

Town Manager Emily Kyriazi gave a brief report stating that staff was looking for a directive from staff to grant the RFP to the Engineering Group. With no objection from the Town Council, Councilmember Weir directed staff to proceed with the notice of intent.

Minutes Acceptance: Minutes of Sep 6, 2022 7:00 PM (Minute Approval)

**4. ARB/Planning Commission Vacancy Appointments**

Councilmember Schneider gave a brief update on the applicants who wish to fill the two ARB vacancies.

**Councilmember Pasanello moved to appoint Sandy Freeman to the Haymarket Planning Commission with a term expiring June 30, 2026. I also moved to appoint Stacy Curran to the Architectural Review Board with a term expiring June 30, 2023 and appoint Ben Barben to the Architectural Review Board with a term expiring June 30, 2026.**

**Councilmember Schneider seconded the motion.** A short discussion followed suggesting to make two motions, one motion for Planning Commission vacancy and one motion for the two ARB vacancies.

Councilmember Pasanello withdrew his motion.

**5. Motion to fill Planning Commission vacancy**

**Councilmember Pasanello moved to appoint Sandy Freeman to the Haymarket Planning Commission with a term expiring June 30, 2026. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Marchant Schneider, Councilman
<b>AYES:</b>	Marchant Schneider, Chris Morris, Joe Pasanello, Bob Weir
<b>ABSTAIN:</b>	TracyLynn Pater
<b>ABSENT:</b>	Mary Ramirez

**6. Motion to fill ARB vacancies**

**Councilmember Pasanello moved to appoint Stacy Curran to the Architectural Review Board with a term expiring June 30, 2023 and appoint Ben Barben to the Architectural Review Board with a term expiring June 30, 2026. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Marchant Schneider, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>ABSENT:</b>	Mary Ramirez

**7. Safe Streets and Roads for All Grant - Letter of Support**

Town Manager Emily Kyriazi gave a brief report on the Safe Street and Roads for All Grant. She shared that Prince William County has asked the Town for a letter of support to accompany the grant application.

Without objection from the Town Council, Councilmember Weir directed the Mayor to execute the letter of support.

**8. October Meeting Dates Change**

Town Manager Emily Kyriazi shared that the Mayor, Vice Mayor Pater, Town Clerk Kim Henry and herself would be attending the VML Conference and asked that the date for the regular monthly meeting to be changed to Tuesday, October 4th. She also asked that the Town Council consider moving their Work Session from Tuesday, November 1st to Monday, October 24th. There was a directive from Council to move the dates of the October regular meeting and the November Work Session.

**9. Continued Discussion and Motions on Resolution 2022-12 Real Estate Tax Refund**

**1. Motion to Remove the Table**

Councilmember Weir moved to remove Resolution 2022-12 from the table. Councilmember Pasanello seconded the motion. The motion carried.

Minutes Acceptance: Minutes of Sep 6, 2022 7:00 PM (Minute Approval)



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>ABSENT:</b>	Mary Ramirez

## 2. Motion to Consider Resolution 2022-12

Councilmember Schneider provided his input on the subject of the refund. After several questions regarding a FTE police officer, paying off Town debt, he shared that he felt these funds could be used in other areas. He shared that the Town sets land developers to a certain standard, yet the Town Center is lacking the same standards. Mr. Schneider also mentioned the extensive work needing done at the Town Park and park building so that everyone could enjoy it. He stated that he would not be in support of the refund. A lengthy discussion continued on the subjects brought up by Councilmember Schneider. Lastly, Councilmember Morris asked that the Town Council refrain from making a decision to give the public a chance to comment on the subject.

**With the motion on table at the meeting earlier in the evening, the motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [3 TO 2]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Joe Pasanello, Bob Weir, TracyLynn Pater
<b>NAYS:</b>	Marchant Schneider, Chris Morris
<b>ABSENT:</b>	Mary Ramirez

## XIII. Councilmember Time

### 1. Vice Mayor Pater

Vice Mayor Pater thanked those who came out to the summer concert and to the Farmer's Market every Sunday. She also shared the date of the next quarterly Business Roundtable with the topic of discussion at that meeting. Ms. Pater encouraged citizens to use the Town's website to give citizen comments for meetings.

### 2. Councilmember Morris

Councilmember Morris congratulated Town Manager Emily Kyriazi on her 5 years of service to the Town. He thanked her for dedication and service. Mr. Morris also thanked the finance liaisons and staff for the presentation earlier this evening. Mr. Morris reminded everyone of the date of the Haymarket Day.

### 3. Councilmember Ramirez

Councilmember Ramirez was not present at this evenings meeting and did not have a report.

### 4. Councilmember Schneider

Councilmember Schneider thanked the Council and staff for helping him execute through the evenings meeting. He also thanked the Police Department for their help during the first day of school in making sure everyone was safe. Councilmember Schneider also reminded everyone about Haymarket Day and of the Town election.

### 5. Councilmember Pasanello

Councilmember Pasanello thanked staff and everyone for the discussion on the evening's topic of the real estate tax refund. He also reminded everyone of the anniversary of September 11th that was later that week. Mr. Pasanello thanked Officer Chan of the Police Department for his help in translating so that a child could get to school safely. Lastly, Mr. Pasanello thanked Jenni Green from Alex's Army for coming to this evening's meeting to share about childhood cancer. He brought attention that September is childhood cancer awareness month. He also shared that September is rail safety awareness month.

### 6. Councilmember Weir

Councilmember Weir shared the date of the Prince William County Planning Commission meeting on the digital gateway comprehensive plan amendments. He stated that he would be in attendance representing the Town.

**7. Mayor Luersen**

Mayor Luersen shared that being that September is rail safety awareness month, he encouraged everyone to enjoy the offers that VRE was presenting. The Mayor also thanked Jenni Green for the displaying of ribbons throughout the town for childhood cancer awareness month.

**XIV. Adjournment**

With no further business before the Town Council, Councilmember Weir moved to adjourn with a second by Vice Mayor Pater. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>ABSENT:</b>	Mary Ramirez

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

Minutes Acceptance: Minutes of Sep 6, 2022 7:00 PM (Minute Approval)

**Town of Haymarket Town Manager Report and Tracking Log (Updated 9/28/2022)**

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
CTSI Audio/Visual	Emily K		Shipment of all equipment			Awaiting product shipments in order for work to move forward; two items remain on backorder. UPDATE 9/28/2022 Still awaiting backordered items to be shipped to CTSI for install to be scheduled.
RFP for Sidewalk	Emily K/Katie M.					Town Council gave directive to Staff to proceed with awarding the contract to the Engineering Groupe and finalizing the award. Predesign meeting date TBD.
Economic Development Meeting	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Michelle and Miles have submitted the final Communication Plan deliverable to the Town. The deliverable was presented to the Town Council on September 26th at the work session meeting. The Council discussed the deliverable and provided feedback to the Town Staff. The Council has requested that an additional survey be disseminated for the citizens to complete. Council will provide draft questions to be finalized on October 4th at the Council Meeting. The survey will then be posted on the website, Facebook and handed out at Haymarket Day. The Town Manager and Vice Mayor will be working on a Draft Communications Plan to submit to Council for review at the October 24th work session.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 9/28/2022
Aroma II	Emily K					Fence was installed on Aroma Property -- buffering issued resolved.
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Following the July 28th Meeting with PWC Transportation and the FRA the key takeaways; the Town will investigate opportunities for discussion with local politicians for support of the project, the Town will provide letter of support to the County, Town will look into diagnostic discussions, the County will work through the scoping of the project and determine the correlation with the current PWC Comp Plan. UPDATE: 9/29 Town Council will pass Letter of Support 10/6
DEQ: CBPA Audit and Follow-Up Requirements	Emily K					Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and 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
Safe Streets for All Grant	Emily K	Jul-22	Completed			The Town has been requested to provide a letter of support for the Safe Streets for All Grant that PWC will be applying for in September. The Council will receive the County staff report regarding the Grant and a draft letter of support for approval at the September 6th meeting. The Grant allows for the Town to be a partner to the County to identify and design areas of need within transportation throughout the County that will aid in increased safety and reduced transportation related deaths

Attachment: Weekly Report 09292022 (5785 : Town Administration Report)

Comprehensive Zoning Inspection	Emily K					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 October for compliance and look for new issues.
Town Business Visits and Check-Ins	Emily K and Roberto					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.
Charter Amendment	Kim and Emily					Proposed Charter Amendment has been sent to Delegate Roem. Awaiting feedback and next steps.
Park Building	Emily					The Town has contacted a structural engineer to inspect the Town Park Building and provide a report on the current status of the structure and needed improvements for stability and occupation. UPDATE 9/29 Received a contract and will be signing and scheduling the inspection week of October 1
Communications Plan Draft	Emily and TL					Our consultants, Michelle and Miles, submitted their final deliverable for the Draft Communication Plan. The draft was presented to the Town Council 9/26. Upon discussion the Council has decided to complete a survey aside from the survey that Michelle and Miles completed. Council will discuss the survey questions at the 10/6 Council meeting and post the survey shortly after for citizen input.
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.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					IT section and Appendix being modified for release to the Town Council 10/24
<b>Land Use Planning Department</b>						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: 9/29/2022 Building Official determined the structure did not need building permits and the case is closed with the County
Site Plan Reviews	Emily K. and Katie					Taco Bell site plan amendment was conditionally approved, CVC Revision was returned with comments, LIDL was returned with comments and a new resubmission accepted 8/22/2022, Kiddie Academy submitted for first review, and a proposed townhouse development on Bleight Drive was submitted

Attachment: Weekly Report 09292022 (5785 : Town Administration Report)

Town Center Site Plan	Emily K and Katie					Staff will be signing off on the change order to complete the necessary test digs and continue moving project along
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 19 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.
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.
Zoning Complaint; Home Based Business in Greenhill Crossing Community	Emily K					The Town received a citizen complaint regarding an in home business in the Greenhill Crossing Neighborhood. Specifically the complaint was in regards to the parking/double parking that was occurring at the in home business. Over the past month I have worked with Officer Coppage and Chief, to keep an eye on the drop off and pick up times for the business to determine if an issue has arisen that we need to address. While doing a zoning inspection of the property, it was noted that no parking issue or other exterior zoning violations were noted on the property during the inspection. It was noted that in the public street further up from the house, there is a significant amount of play equipment in the curb and gutter, thus restricting parking along the public street (two basketball hoops, two hockey nets, several play balls and a wooden palate). Following the Zoning Inspection, I made direct contact via phone call with the homeowners and business owners (same individuals). We discussed the zoning complaint that was received and they were made aware to monitor double parking during drop off and pick ups to avoid any issues. I also had them provide confirmation of the number of children in care at the business and the other business details that were approved at the time of the permit issuance in 2021. To date, the business owners are operating within the issued zoning permit and there is no further action required at this time regarding the business. As for the parking, I will continue to work with Chief and the department to determine if there are outstanding parking issues and if so, address them as they arise. As for the play equipment in the street that further restricts on street parking – this equipment does not belong to the business and it was mentioned that it is considered “community” equipment that all of the neighbor children use. I have asked Chief to ensure that it does not trigger an issue within the code sections. UPDATE: No additional complaints or issues this past month. Will continue to monitor the situation
<b>Finance Department</b>						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals, sent out late fees
Finance liaisons Meeting	Roberto/Emily					Met with the finance liaisons for weekly meeting, checking approvals and signing

Attachment: Weekly Report 09292022 (5785 : Town Administration Report)

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
<b>Office of the Clerk</b>						
Meeting Minutes	Kim					Current on all meeting minutes
Agendas	Kim					Started agendas for the PC and ARB meetings in October
Directives	Kim					
<b>Maintenance Department</b>						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum. 9/29/2022 -- Issue with the water was identified and Lew Sublett will be replacing the bad breaker to get the water back up and running. Light repairs were scheduled to take place 10/01 -- due to inclement weather for the entirety of the weekend the repairs are delayed.					
<b>Staff</b>						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Consultant has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K.	Ongoing				Town is currently awaiting the design for this years ornament and will post presales when available
Newsletter	Emily K. and Katie			4/2022/5/2022		Newsletter mailed on 10/4
Business Roundtable	Emily K. Erin TL					Business Roundtable Meeting was held on September 20th. The next business roundtable meeting will be an offsite meeting/happy hour style event in December. Working with a local business to sponsor the event and host.
Haymarket Day						Finalizing all details for Haymarket Day 2022, contractors are secured, vendors are completely full and we will be releasing all lineups and layouts by 10/8
Event Coordinator, part time	Erin M and Emily K					Finalizing details for the Haymarket Day parade and Haymarket Day.
<b>New/Old Business Updates</b>						
	Trouvaille Brewery is officially open -- the Grand Opening was successful and has good attendance					

Attachment: Weekly Report 09292022 (5785 : Town Administration Report)

TOWN OF HAYMARKET  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20169  
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www.townofhaymarket.org  
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: October 4, 2022  
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 09.28.2022 are included in this agenda
- Continue to work on FY2022 annual audit
- Worked on processing Tax Refund that will be sent out to Town residents by end of October 2022
- Completed invoicing for 2022 Real Estate taxes; they will be mailed out by end of the week
- Meet with Town Manager to discuss current financials and forecasting coming months
- Met with Chief Sibert to assist with grant paper work
- Assisted with Haymarket Day items
- Attended weekly Staff meeting
- Attended Council work session
- Worked on HR matters
- Reviewed Administrators A/P entries and A/R entries

**Town of Haymarket**  
**Statement of Net Position**  
As of September 28, 2022

	Sep 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	4,766,979.45
11010 · Virginia Investment Pool	319,887.50
<b>Total Checking/Savings</b>	5,086,866.95
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	51,152.37
12010 · A/R Permits	-4,195.30
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	50,962.96
<b>Other Current Assets</b>	
11499 · Undeposited Funds	64,697.89
<b>Total Other Current Assets</b>	64,697.89
<b>Total Current Assets</b>	5,202,527.80
<b>Fixed Assets</b>	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
<b>Total Fixed Assets</b>	6,092,462.70
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	257,181.00
<b>TOTAL ASSETS</b>	<b>11,552,171.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	15,809.00
<b>Total Accounts Payable</b>	15,809.00
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	171.08
20042 · PD Credit Card - SONA 0277	113.90
<b>Total Credit Cards</b>	284.98
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	241,792.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	17,429.63
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,596.50
<b>Total Other Current Liabilities</b>	2,441,649.88
<b>Total Current Liabilities</b>	2,457,743.86

Attachment: Treasurer Financial Reports for 10.04.2022 (5786 : Town Treasurer Report)



**Town of Haymarket**  
**Statement of Net Position**  
As of September 28, 2022

	Sep 28, 22
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
<b>Total Long Term Liabilities</b>	<b>865,436.15</b>
<b>Total Liabilities</b>	<b>3,323,180.01</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,734,913.24
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	-70,329.30
<b>Total Equity</b>	<b>8,228,991.49</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,552,171.50</b>

Attachment: Treasurer Financial Reports for 10.04.2022 (5786 : Town Treasurer Report)

	FY2023			Comments
	Actuals	Budget	% of Budget	
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	0.00	400,143.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,022.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>0.00</b>	<b>413,165.00</b>	<b>0.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	41,926.60	168,000.00	25.0%	Collections up to August 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	13,517.40	240,000.00	5.6%	
3120-03 · Cigarette Tax	41,205.18	130,000.00	31.7%	Collections up to September 30, 2022
3120-04 · Consumer Utility Tax	27,190.74	158,000.00	17.2%	Collections up to August 31, 2022
3120-05 · Meals Tax - Current	210,985.96	1,000,000.00	21.1%	Collections up to August 31, 2022
3120-06 · Sales Tax Receipts	14,035.34	160,000.00	8.8%	Collections up to July 31, 2022
3120-07 · Penalties (Non-Property)	3,706.86	5,000.00	74.1%	
3120-08 · Interest (Non-Property)	908.23			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>353,476.31</b>	<b>1,885,000.00</b>	<b>18.8%</b>	
<b>Development Revenue</b>				
<b>Proffers</b>	0.00	0.00	0.0%	Moved to Escrow account to await all 38 proffers submissions
<b>Total Development Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>3130 · PERMITS, FEES &amp; LICENESSES</b>				
3130-01 · Application Fees	325.00	4,500.00	7.2%	
3130-03 · Motor Vehicle Licenses	30.00	1,000.00	3.0%	
3130-05 · Other Planning & Permits	3,300.00	15,000.00	22.0%	
3130-06 · Pass Through Fees	6,177.50		100.0%	
<b>Total 3130 · PERMITS, FEES &amp; LICENESSES</b>	<b>9,832.50</b>	<b>20,500.00</b>	<b>48.0%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	4,142.13	20,000.00	20.7%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>4,142.13</b>	<b>20,000.00</b>	<b>20.7%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	445.27	1,500.00	29.7%	
3150-03 · Interest on Bank Deposits	1,597.47	6,000.00	26.6%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>2,042.74</b>	<b>7,500.00</b>	<b>27.2%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-04 · Suite 208 B&B Security	1,002.45	4,010.00	25.0%	
3151-06 · Suite 204 MAC-ISA	1,764.00	3,528.00	50.0%	
3151-07 · Haymarket Church Suite 206	8,903.55	35,614.00	25.0%	
3151-08 · 15020 Washington Realty	13,810.41	55,241.00	25.0%	
3151-09 · 15026 Copper Cricket	5,907.45	23,629.00	25.0%	
3151-11 · Cupcake Heaven and Cafe LLC	8,528.07	34,793.00	24.5%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>39,915.93</b>	<b>171,056.00</b>	<b>23.3%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	7,500.00	0.00	100.0%	
3165-01 · Town Event	51,530.00	70,000.00	73.6%	
3165-02 · Farmer's Market	2,367.50	1,500.00	157.8%	
3165-03 · Town Ornaments	0.00	4,350.00	0.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>61,397.50</b>	<b>75,850.00</b>	<b>80.9%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-01 · Convenience Fee	23.73		100.0%	
3180 · MISCELLANEOUS - Other	369.00		100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>392.73</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	8,672.00	31,548.00	27.5%	1st Qt collection
3200-04 · Car Rental Reimbursement	33.21	0.00	100.0%	
3200-05 · Communications Tax	14,531.09	80,000.00	18.2%	
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%	

3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%
3200-17 · LOLE Grant	0.00	3,094.00	0.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>58,329.36</b>	<b>205,069.00</b>	<b>28.4%</b>
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%

<b>Total Income</b>	<b>529,529.20</b>	<b>3,257,740.00</b>	<b>16.3%</b>
Gross Profit	529,529.20	3,257,740.00	16.3%

**Expense**

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,950.00	2,500.00	78.0%
111002 · FICA/Medicare	298.35	2,000.00	14.9%
111003 · Meals and Lodging	0.00	1,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	3,900.00	25,000.00	15.6%

<b>Total 11100 · TOWN COUNCIL</b>	<b>6,148.35</b>	<b>30,750.00</b>	<b>20.0%</b>
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	59,210.78	357,513.00	16.6%
1211002 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%
1211003 · Salaries/Wages - Part Time	11,795.39	56,615.00	20.8%
1211004 · FICA/Medicare	5,316.66	35,389.00	15.0%
1211005 · VRS	5,485.86	36,809.00	14.9%
1211006 · Health Insurance	8,498.12	66,466.00	12.8%
1211007 · Life Insurance	887.44	4,685.00	18.9%
1211008 · Disability Insurance	446.10	2,640.00	16.9%
1211009 · Unemployment Insurance	-47.46	6,160.00	-0.8%
1211010 · Worker's Compensation	322.00	335.00	96.1%
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%
1211012 · Accounting Services	344.52	8,000.00	4.3%
1211014 · Printing & Binding	861.40	8,298.00	10.4%
1211015 · Advertising	356.50	9,000.00	4.0%
1211016 · Computer, Internet & Website Svc	895.00	23,650.00	3.8%
1211017 · Postage	114.00	4,000.00	2.9%
1211018 · Telecommunications	1,433.58	7,500.00	19.1%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	0.00	2,000.00	0.0%
1211021 · Convention & Education	123.90	6,000.00	2.1%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,727.19	16,000.00	17.0%
1211025 · Office Supplies	1,004.31	6,500.00	15.5%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

Front loaded costs

<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>117,577.29</b>	<b>736,138.00</b>	<b>16.0%</b>
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12210 · LEGAL SERVICES

1221001 · Legal Services	7,668.10	80,000.00	9.6%
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<b>Total 12210 · LEGAL SERVICES</b>	<b>7,668.10</b>	<b>80,000.00</b>	<b>9.6%</b>
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12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%
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<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>
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<b>Total 01 · ADMINISTRATION</b>	<b>131,393.74</b>	<b>864,008.00</b>	<b>15.2%</b>
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	99,280.87	464,487.00	21.4%
3110003 · Salaries & Wages - OT Premium	3,983.67	23,000.00	17.3%
3110013 · Salaries & Wages - OT Select En	0.00	12,000.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	3,303.76	32,310.00	10.2%
3110005 · Salaries & Wages - Part Time	11,617.30	36,000.00	32.3%
3110020 · FICA/MEDICARE	8,715.51	43,437.00	20.1%
3110021 · VRS	8,781.90	28,427.00	30.9%
3110022 · Health Insurance	16,559.79	78,379.00	21.1%
3110023 · Life Insurance	1,510.11	5,904.00	25.6%

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3110024 · Disability Insurance	599.34	2,400.00	25.0%	
3110025 · Unemployment Insurance	314.51	3,000.00	10.5%	
3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.9%	Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	4,410.00	27,300.00	16.2%	
3110032 · Computer, Internet & Website	685.00	5,000.00	13.7%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	1,907.15	12,000.00	15.9%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	108.94	5,000.00	2.2%	
3110038 · Convention & Edu. (Training)	0.00	10,000.00	0.0%	
3110040 · Annual Dues & Subscriptions	4,992.40	14,000.00	35.7%	
3110041 · Office Supplies	868.66	5,000.00	17.4%	
3110042 · Vehicle Fuels	5,535.62	43,200.00	12.8%	
3110043 · Vehicle Maintenance/Supplies	3,374.11	15,000.00	22.5%	
3110045 · Uniforms & Police Supplies	1,440.69	26,000.00	5.5%	
3110052 · Office Equipment Rental	0.00	3,094.00	0.0%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>206,761.77</b>	<b>926,313.00</b>	<b>22.3%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>206,761.77</b>	<b>936,313.00</b>	<b>22.1%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	22,357.21	110,820.00	20.2%	
<b>Total 43200 · REFUSE COLLECTION</b>	<b>22,357.21</b>	<b>110,820.00</b>	<b>20.2%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	19,320.48	97,672.00	19.8%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	6,620.00	35,000.00	18.9%	
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	3,875.05	16,500.00	23.5%	
4310008 · Electrical Services-Streetlight	686.03	5,500.00	12.5%	
4310009 · Water & Sewer Services	809.00	3,000.00	27.0%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	123.12	2,500.00	4.9%	
4310016 · Maint - Vehicle Maintenance	0.00	1,000.00	0.0%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>31,638.03</b>	<b>177,672.00</b>	<b>17.8%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>53,995.24</b>	<b>295,705.00</b>	<b>18.3%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	5,226.80	72,000.00	7.3%	
60001 · General	0.00	48,000.00	0.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>5,226.80</b>	<b>142,000.00</b>	<b>3.7%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	1,214.30	20,000.00	6.1%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>1,214.30</b>	<b>20,000.00</b>	<b>6.1%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	240.00	5,000.00	4.8%	
7111003 · Contractural Services	7,224.91	50,000.00	14.5%	
7111004 · Events - Other	839.95	19,350.00	4.3%	
<b>Total 71110 · EVENTS</b>	<b>8,304.86</b>	<b>74,350.00</b>	<b>11.2%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	278.14	2,200.00	12.6%	
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%	
<b>Total 72200 · MUSEUM</b>	<b>678.14</b>	<b>5,150.00</b>	<b>13.2%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>10,197.30</b>	<b>99,500.00</b>	<b>10.2%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	255.00	5,670.00	4.5%	
8110002 · FICA/Medicare	19.51	500.00	3.9%	
8110003 · Consultants - Engineer	1,563.40	10,000.00	15.6%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	2,000.00	0.0%	
8110009 · Engineer - Pass Through	7,396.25			
<b>Total 81100 · PLANNING COMMISSION</b>	<b>9,234.16</b>	<b>24,120.00</b>	<b>38.3%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	0.00	5,830.00	0.0%	
8111002 · FICA/Medicare	0.00	446.00	0.0%	
8111005 · Convention & Education	0.00	500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>0.00</b>	<b>6,776.00</b>	<b>0.0%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>9,234.16</b>	<b>33,823.00</b>	<b>27.3%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90001 · Return of Surplus RE Tax Rev	0.00	250,000.00	0.0%	
<b>95100 · DEBT SERVICE</b>				
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9%	Front loaded costs
9510003 · General Obligation Bond - Int	5,258.16	8,545.00	61.5%	Front loaded costs
<b>Total 95100 · DEBT SERVICE</b>	<b>165,358.16</b>	<b>168,745.00</b>	<b>98.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>165,358.16</b>	<b>418,745.00</b>	<b>39.5%</b>	
<b>94104 · Street Scape - Park Sidewalk</b>				
9410401 · Architectural/Engineering Fees	1,528.75	144,318.00	1.1%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>1,528.75</b>	<b>144,318.00</b>	<b>1.1%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	-0.03			
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.03</b>			
<b>Total 94105 · PERSONNEL</b>	<b>-0.03</b>			
<b>94106 · TOWN CENTER MASTER PLAN</b>				
9410601 · Architectural/Engineering Fees	4,754.07	65,057.00	7.3%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>4,754.07</b>	<b>65,057.00</b>	<b>7.3%</b>	
<b>94107 · BLIGHT MITIGATION</b>				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	
94108 · Capital Improvement Funds Expens	0.00	218,271.00	0.0%	
<b>Total Expense</b>	<b>588,449.96</b>	<b>3,257,740.00</b>	<b>18.1%</b>	
<b>Net Ordinary Income</b>	<b>-58,920.76</b>	<b>0.00</b>	<b>-1.8%</b>	
<b>Net Income</b>	<b>-58,920.76</b>	<b>0.00</b>	<b>100.0%</b>	

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: October 4, 2022  
SUBJECT: Robinson Village (Van Metre) Proffers update

Per the Council work session held on 09.26.2022, I will begin to add a monthly report concerning the proffers status at the end of each month until the full amount is collected on the Robinson Village project.

If you have any questions on the report, please feel free to contact me.

Robinson Village (Van Metre)		Expected Proffers		
	Per Unit	Units	Total Due Town	
Parks & Recreation	\$ 3,792.00	38	\$	144,096.00
Public Safety	\$ 280.00	38	\$	10,640.00
Transportation	\$ 3,799.00	38	\$	144,362.00
Fire and Rescue	\$ 974.00	38	\$	37,012.00
Town Administration	\$ 171.00	38	\$	6,498.00
Schools	\$ 10,300.00	38	\$	391,400.00
	\$ 19,316.00		\$	734,008.00
Robinson Village (Van Metre)		Proffers received as of 09.28.2022		
	Per Unit	Units	Actuals	
Parks & Recreation	\$ 3,792.00	12	\$	45,504.00
Public Safety	\$ 280.00	12	\$	3,360.00
Transportation	\$ 3,799.00	12	\$	45,588.00
Fire and Rescue	\$ 974.00	12	\$	11,688.00
Town Administration	\$ 171.00	12	\$	2,052.00
Schools	\$ 10,300.00	12	\$	123,600.00
	\$ 19,316.00		\$	231,792.00

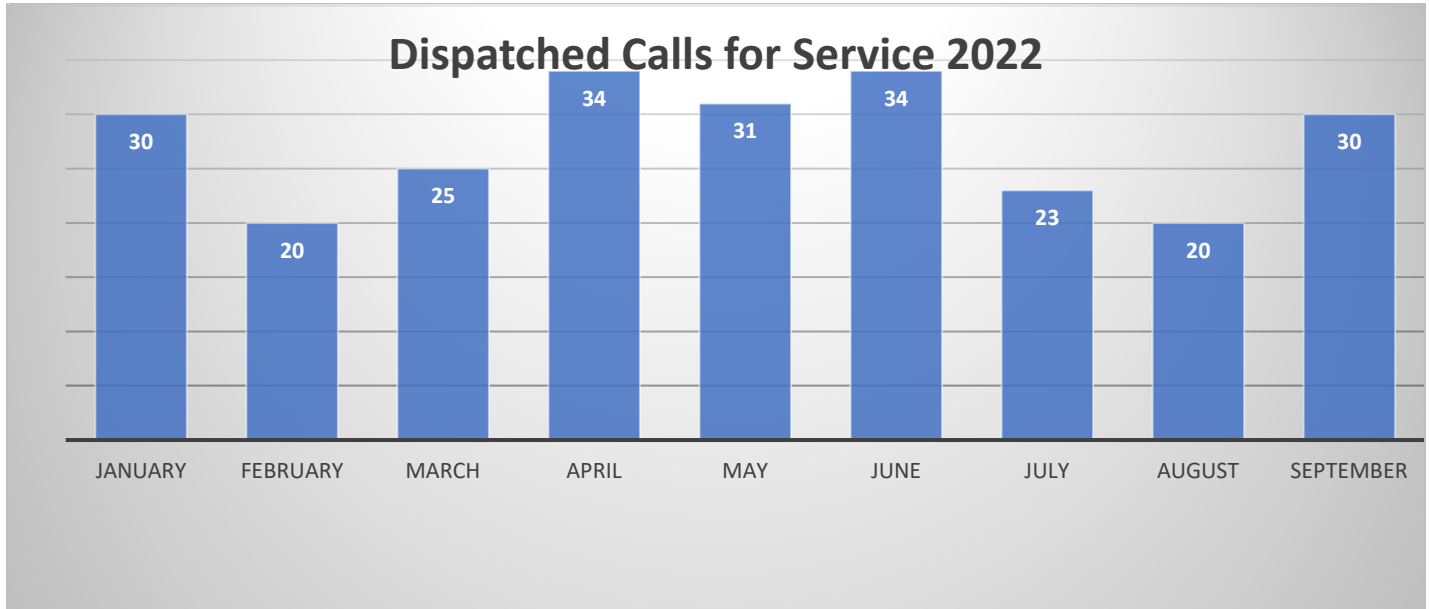
Attachment: Proffers Update for 09.28.2022 (5786 : Town Treasurer Report)

# Police Department Report to Council

Police Department Activity from August 15 to September 14, 2022

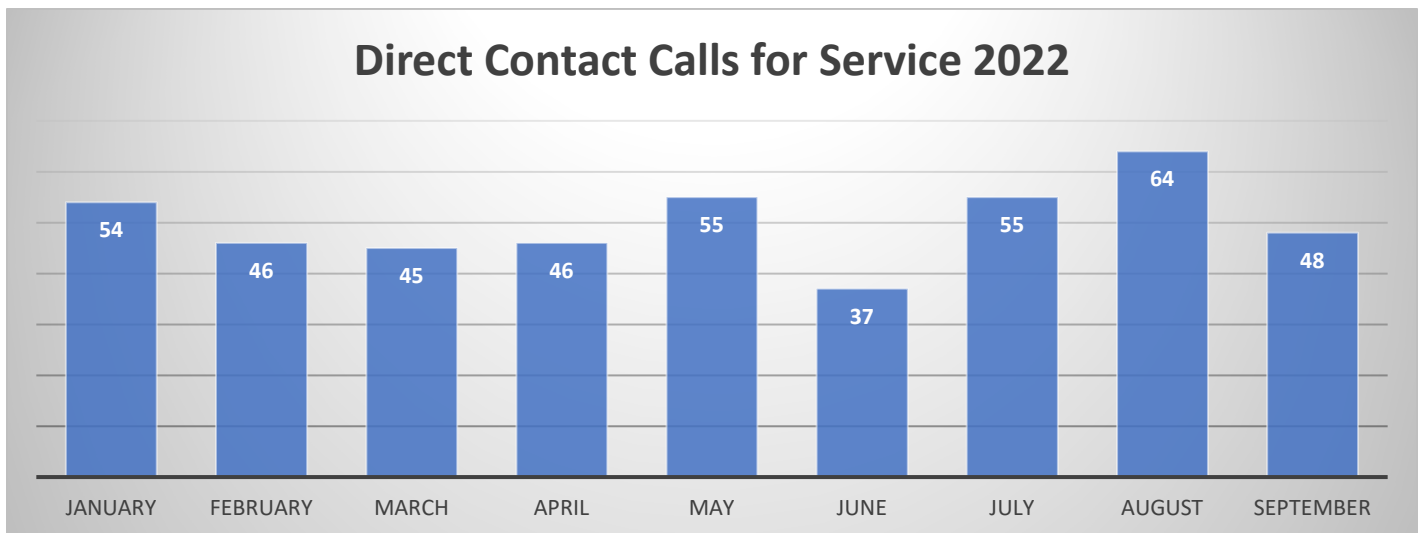
**Dispatched Calls:** Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7 (3 misdemeanor arrest)
- Non-Reportable Calls: 23



**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.

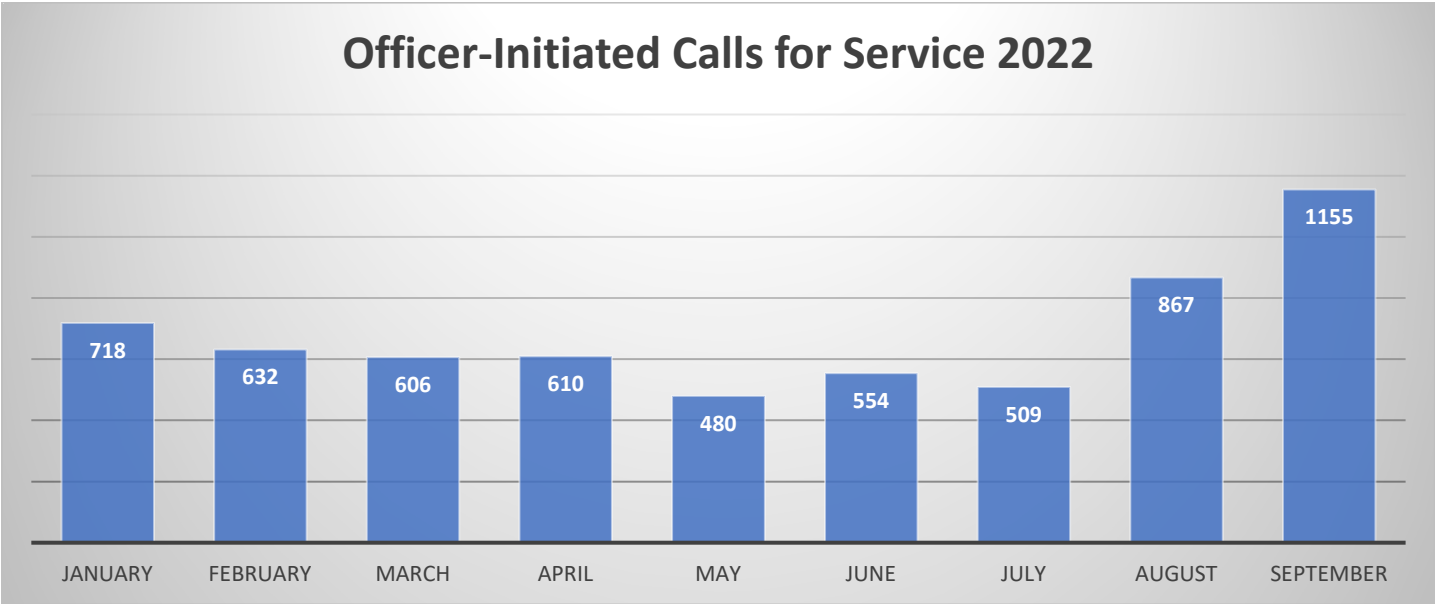
- Reportable Calls: 1
- Non-Reportable Calls: 45
- Referred to County/State: 2



Attachment: Report to council August 2022 to September 2022 (5787 : Police Chief Report)

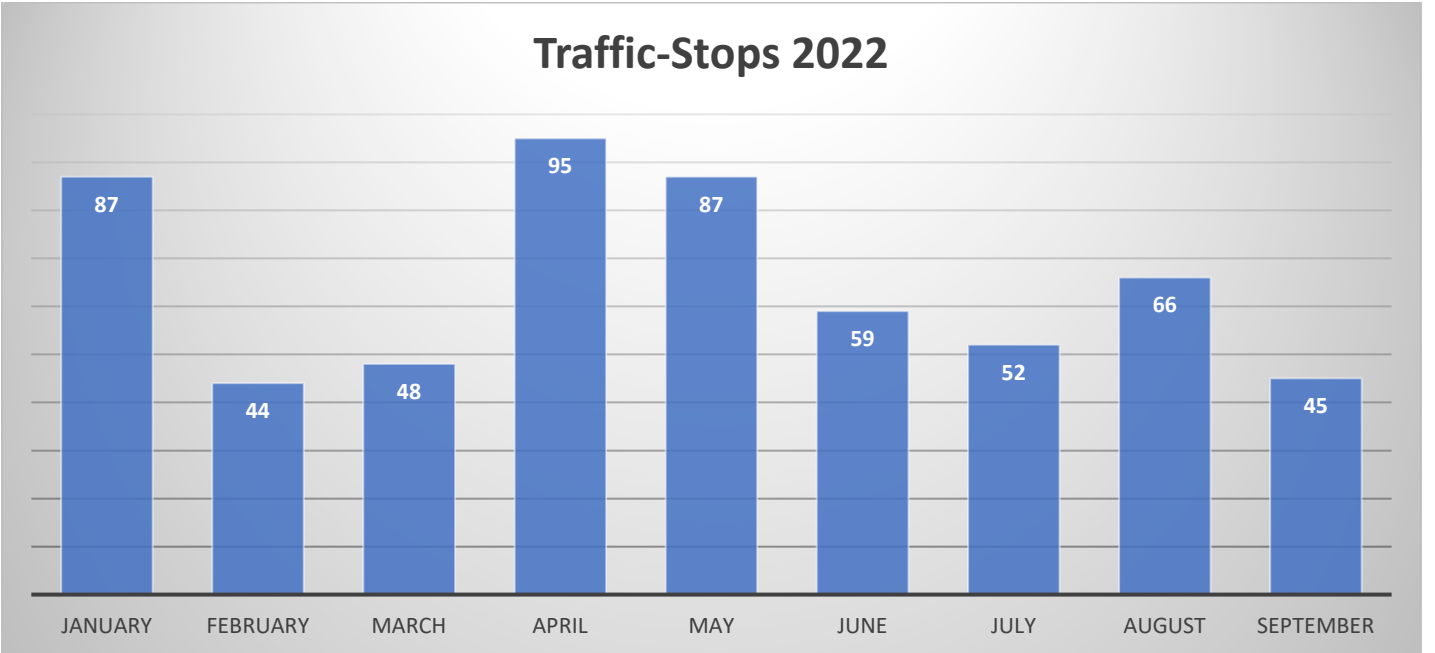
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1
- Non-Reportable Calls: 1056
- Foot Patrols: 98



**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: 45
  - Summonses 7
  - Warnings 39

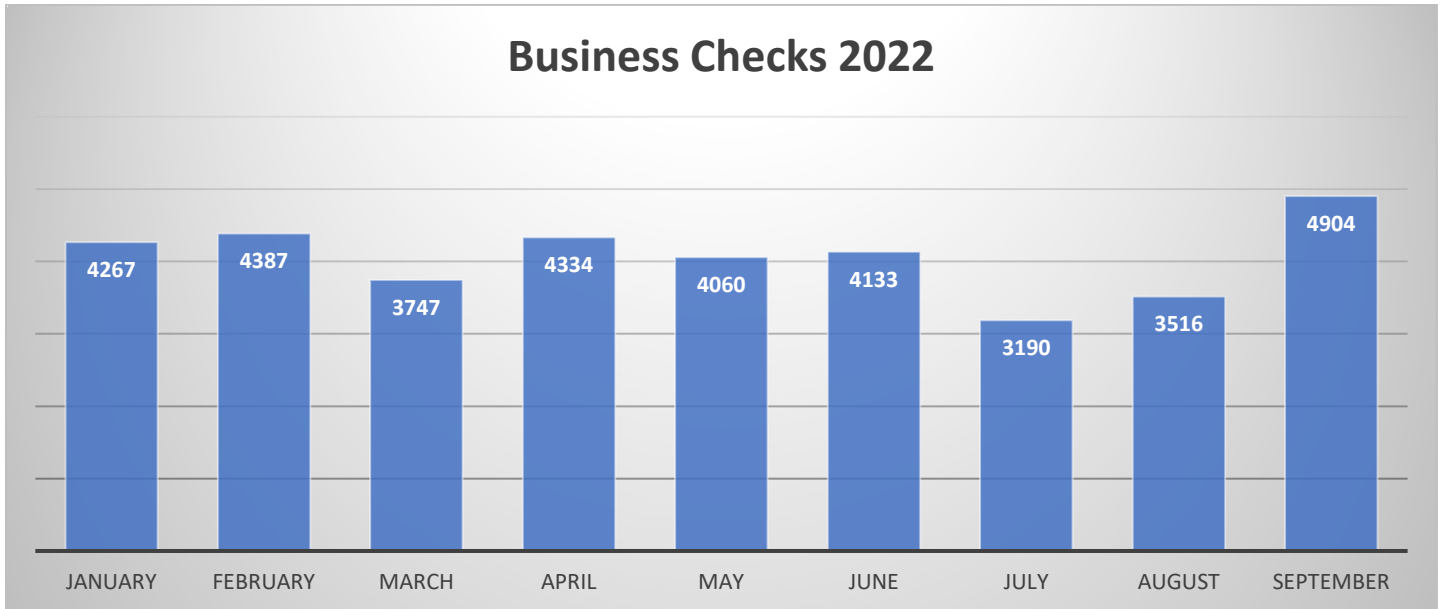


Attachment: Report to council August 2022 to Setpember 2022 (5787 : Police Chief Report)



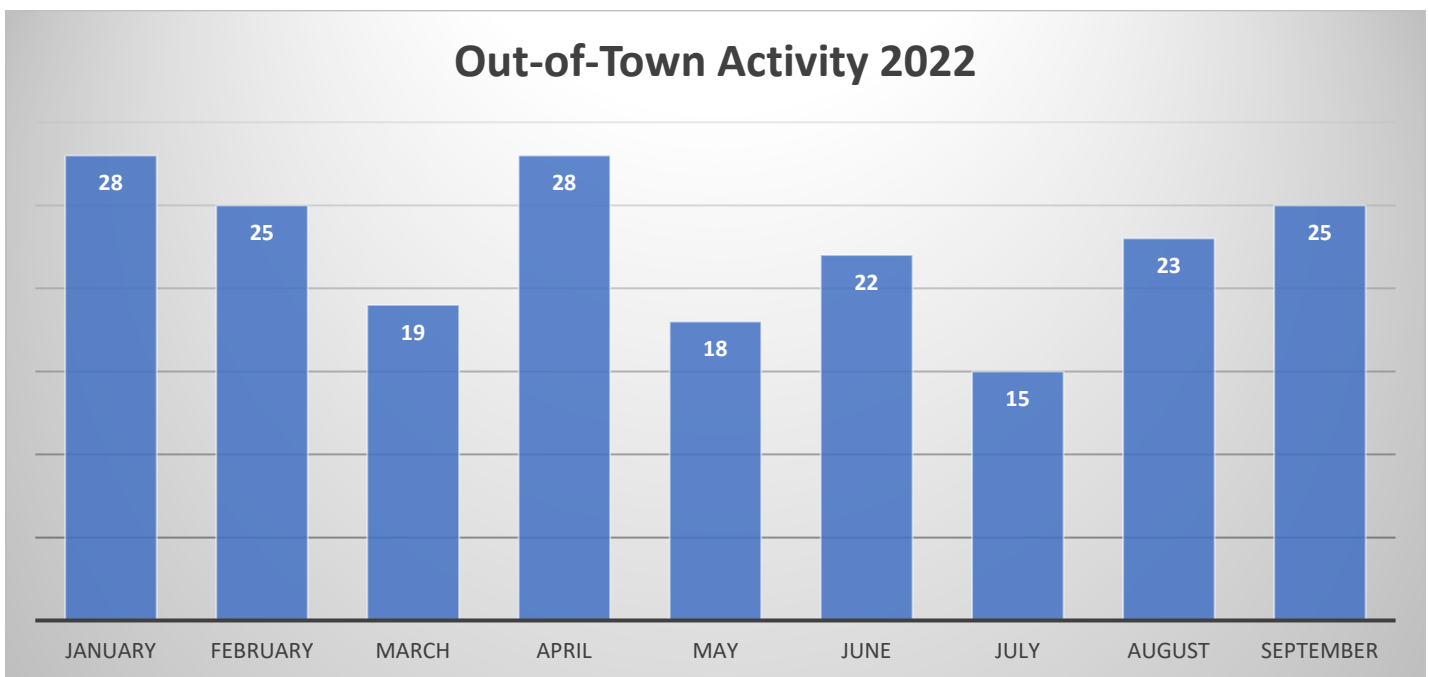
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business 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: 604
- Physical Check: 591
- Drive By: 3,709



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

- Back Up: 19
- Other: 6



Attachment: Report to council August 2022 to September 2022 (5787 : Police Chief Report)

### Status of Current Projects/Events:

- Officers have been assisting with the Town’s weekly Farmers Market during the summer and will continue to do so until its completion on November 20, 2022.
- The Town Manager and I have planned for the roll-out of the Emergency Management notification system for Town of Haymarket Citizens and Businesses on Haymarket Day, October 15, 2022.
- The 2020 LOLE Grant was written, applied for, and approved as of May 20, 2022. This is the second LOLE grant in which the Haymarket Police Department has applied. The first Grant, (2019 LOLE) was awarded in the amount of \$1,547. Reimbursement documentation has been submitted and was received on September 19, 2022. The 2020 LOLE grant was awarded in the amount of \$1,520. First aid kits that will be installed in the cruisers have been purchased. Reimbursement documentation has been submitted. Lastly, the 2021 LOLE grant has been applied for and awarded in the amount of \$1,299. Gym equipment for town employees has been purchased and reimbursement paperwork will be filed once the grant status has been updated to “underway”.
- Our first quarter 599 grant award has been received in the amount of \$8,671.75. The total amount awarded is \$34,687.
- We are still on pace to conduct 41 events this year.
- Planning and preparation have begun for Haymarket Day. Letters to citizens advising of road closures are currently being distributed and will be completed by September 30, 2022.
- Haymarket Day Road Closure permit has been approved by VDOT.
- The Chief has been able to procure all message board signage needed for Haymarket Day, free of charge.
- The Town Manager and Chief have met with VDOT regarding mitigating traffic congestion at the intersection of Washington Street and Jefferson. We will update with any recommendations received by VDOT.
- Lt. Davis held this year’s first Woman’s self-defense class on September 13, 2022. The class was well attended, and reservations were filled within 3 days of the announcement. The Police Department partnered with Next Level Fitness to put the class on. All proceeds were donated to Carried to full term. Our next class is scheduled for November 1, 2022.
- Recently a Tractor and Trailer became disabled at the intersection of Washington and Jefferson. The truck blocked 2 travel lanes for approximately 3 hours. Thank you to our Town Manager and Town Clerk for stepping up to assist with traffic direction until back-up units from the Prince William County Police Department arrived. A great team effort.

• #	Name of Event	Date of Event	Status
1	Literacy with Law Enforcement	March 2, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	Literacy with Law Enforcement	February 22, 2022	Completed
4	St. Baldricks	March 26, 2022	Completed
5	Literacy with Law Enforcement	April 6, 2022	Completed
6	Farmers Market	April 24 thru Nov. 20, 2022	On-going
7	Drug Take Back	April 30, 2022	Completed
8	Literacy with Law Enforcement	May 11, 2022	Completed
9	Relay for Life	May 21, 2022	Completed
10	Literacy with Law Enforcement	June 6, 2022	Completed
11	Torch Run for Special Olympics	June 9, 2022	Completed
12	Flags for Hero’s	June 11, 2022	Completed
13	Ice Cream Social	June 15, 2022	Completed
14	Water Balloon Fight	June 15, 2022	Completed
15	Coffee with a Cop	June 21, 2022	Completed
16	Bike Safety Camp	June 29, 2022	Completed

17	Literacy with Law Enforcement	July 6, 2022	Completed
18	Blood Drive	July 12, 2022	Completed
19	National Night Out	August 2, 2022	Completed
20	Literacy with Law Enforcement	August 3, 2022	Completed
21	Dominion Valley Regency Grand-Kids Day	August 7, 2022	Completed
22	Cookies & Cream with a Cop	August 15, 2022	Completed
23	Coffee with a Cop	August 16, 2022	Completed
24	Summer Concert	August 20, 2022	Completed
25	Cupcakes with a Cop	August 31, 2022	Completed
26	Literacy with Law Enforcement	September 7, 2022	Completed
27	Woman's Self Defense Class 1	September 13, 2022	Completed
28	Cookies and Cream and Cops	September 20, 2022	Completed
29	Police Officer Day	September 22 and 23, 2022	Completed
30	Literacy with Law Enforcement	October 5, 2022	Upcoming
31	Coffee with a Cop	October 5, 2022	Upcoming
32	Haymarket Day	October 15, 2022	Upcoming
33	Cupcakes with a Cop	October 26, 2022	Upcoming
34	Prince William Co. Truck or Treat	October 26, 2022	Upcoming
35	Drug Take Back	October 29, 2022	Upcoming
36	Halloween Candy Handout	October 31, 2022	Upcoming
37	Woman's Self Defense Class 2	November 1, 2022	Upcoming
38	Literacy with Law Enforcement	November 2, 2022	Upcoming
39	Literacy with Law Enforcement	December 7, 2022	Upcoming
40	Christmas in Haymarket	December 10, 2022	Upcoming
41	Operation Santa Claus	December 17, 2022	Upcoming
42	Haymarket PD Blood Drive	January 11, 2022	Upcoming

*Respectfully Submitted,*

*Allen Sibert*

*Chief of Police*

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans/Projects</b>						
Crossroads Village - Lidl	Katie/Emily	1/6/2022	9/26/2022	Katie/Emily		-Engineering plan review comments provided 2/1 -Second submission comments provided 7/5 -Met with Applicant to discuss 2nd submission comments -3rd submission 8/24. Comments due 10/3
Robinson Village	Katie/Emily	8/13/2020	9/28/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Occupancy permit inspection for lots 27-34 8/10 -Pavement design submission expected
Crossroads Village	Katie/Emily	10/18/2018	9/28/2022	Applicant		-Construction and Town E&S inspections ongoing -Revised pavement design conditionally approved 6/29 -Revision second submission conditional approval provided 8/9 -Applicant provided offsite letter of permission
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	9/21/2022	Applicant		-Met with RDA to review changes to plan. -First submission comments provided 5/31 -Update meeting 8/31 -Test pit change order submitted
Robinson's Paradise	Katie/Emily	1/4/2021	9/20/2022	Applicant/Emily		-Insert review/plan approval 2/11. Bonds to be posted prior to construction -Reviewed/approved updated bond estimate -Changes reviewed/approved per Town Ordinance. Signature set coordination
Bleight Residential Plan	Katie/Emily	8/5/2022	9/9/2022	Applicant		-Preliminary plan first submission engineering comments provided
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	9/8/2022	Applicant		-Preliminary plan first submission engineering comments provided

Attachment: 2022-09 Sept Engineer's Reports\_KMM (5788 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans</b>						
Park Sidewalk	Katie/Emily	4/27/2021	8/24/2022	Town Council		-Pre notice of intent to award provided to TEG -Draft award letter provided for council review -Draft contract put together -Coordinating structural analysis of park building structure
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	8/11/2022	Applicant		-Engineering plan review comments provided 2/17 -3rd submission approval 8/11
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	8/5/2022	Town/Applicant		-Temporary certificate of occupancy issued by County -As-built inserts conditional approval provided 6/6 -Recommended permit release with copy of recorded SWM/BMP Agreement provided
Parrando's Patio	Katie/Emily	4/7/2022	7/19/2022	Applicant		-Minor site plan comments provided 6/6 -Comment coordination
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
QBE	Katie/Emily	1/20/2017	10/8/2021	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8
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

Attachment: 2022-09 Sept Engineer's Reports\_KMM (5788 : Town Engineer Report)

Low Activity Plans						
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
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

Attachment: 2022-09 Sept Engineer's Reports\_KMM (5788 : Town Engineer Report)



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 09/06/2022

Re: Monthly Report for 08/01/22 Council Mtg.

## MEMORANDUM

---

To: Haymarket Town Council

From: Finance Liaisons

Date: 09/28/22

Re: Monthly Report for 10/04/22 Council Mtg.

The finance liaisons continued financial oversight during the month of September focused on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2022 actuals vs. budget and discuss key areas of interest/concern
- Discuss options for use of American Rescue Plan Act (ARPA) funds; as needed
- Discuss council ideas and recommendations raised during work sessions or submitted for consideration; as needed
- Discuss on an as needed basis
  - o Status of RFP for sidewalk at town park
  - o Status of Town Center site plan

o Engineering/consultant support costs

o Contracts, leases, agreements

Respectfully submitted,

Joe Pasanello and Bob Weir





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

To: Haymarket Town Council  
From: Robert (Bob) Weir, Planning Commission Liaison  
CC: Kimberly Henry  
Date: September 26, 2022  
Re: Planning Commission Liaison Monthly Report

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The Planning Commission meeting of September 19, 2022 addressed the following:

- The swearing in of Sandy Freeman as the newest Planning Commission member.
- Appointment of Alexander Beyene as the Chairman and Robert Hallet as the Vice-Chairman.
- Advertisement of a public hearing for zoning text amendments.

Respectfully submitted,

Bob Weir



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: October 4, 2022

## MEMORANDUM

---

ARB Liaison Report / September 2022

At its September meeting, the Clerk swore in two new members, Stacy Curran and Ben Barben. The Mayor was present welcoming them to the Board.

A new Chair and Vice Chair were nominated and confirmed, Marchant Schneider as Chair and Ben Barben Vice Chair.

The ARB reviewed an application to demolish a single-family home on Walter Robinson Lane. Additional information was requested regarding the background and condition of the structure. A site visit is scheduled as part of the October ARB meeting.

The Chair inquired if staff could reach out to several building owners about the condition of their properties ahead of Haymarket Day. Staff noted the Council may wish to consider addressing the issue via the Town's blight ordinance.

Sign options for the Town Center building continue to be developed. Staff and the ARB Liaison will brief the Council once a sign option is selected.

The ARB will continue its comprehensive review of the ARB Guidelines through the fall.

Respectfully Submitted  
 Marchant Schneider  
 ARB Liaison

Attachment: Memo to Council ARB Liaison Report 1004 (5784 : ARB Liaison Report)



**AN ORDINANCE TO WAIVE MEALS TAX  
ON October 15<sup>h</sup> through October 16<sup>th</sup>, 2022, SET BY  
SECTION 42-186 OF THE CODE OF ORDINANCES,  
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,  
RELATING TO FOOD AND BEVERAGES.**

**ORDINANCE #2022-003**

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 15<sup>th</sup>, 2022 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and are hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 15<sup>th</sup> and 16<sup>th</sup>, 2022.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 4<sup>th</sup> day of October, 2022, that the Meals Tax is waived solely for the 15<sup>th</sup> and 16<sup>th</sup> day of October, 2022.

By Order of Council:

\_\_\_\_\_  
Ken Luersen, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

**RESOLUTION No. 2022-012**

**RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO DIRECT THE  
ISSUANCE OF TAX REFUNDS PURSUANT TO TOWN CODE § 42-39**

WHEREAS, The Council has determined that conditions exist that justify a return of surplus funds to taxpayers, and

WHEREAS, The Council has adopted Town Code § 42-39 to provide a process of return of surplus funds to taxpayers;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 6th day of September, 2022, that the Council does hereby approve the return of surplus funds in the amount of \$250,000 to be distributed in accordance with Town Code § 42-39.

Done this 6th day of September, 2022.

ORDER OF THE COUNCIL

\_\_\_\_\_  
Kenneth Luersen, Mayor  
On Behalf of the Town Council of  
Haymarket, Virginia

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

MOTION: Weir  
SECOND: Pasanello

Votes:  
Ayes: Pasanello, Pater, Weir  
Nays: Morris, Schneider  
Abstain:  
Absent: Ramirez

Attachment: Resolution 2022-012 to return surplus tax revenue 2022 (5804 : Ordinance 2022-004: Real Estate Tax Refund)

ORDINANCE TO ADD A SECTION NUMBERED 42-39 TO THE TOWN CODE  
RELATING TO REFUNDS OF SURPLUS REAL ESTATE TAX REVENUE

WHEREAS, Virginia Code § 15.2-2511.1 authorizes the Town Council to adopt an ordinance providing a method to return surplus tax revenues to taxpayers, and

WHEREAS, The Town Council desires to adopt such an ordinance in order to provide for the return of surplus revenue to taxpayers,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this \_\_\_ day of \_\_\_, 2022, in \_\_\_\_\_ session, that the Town Council hereby amends the Town Code by adding a Sections numbered 42-39 as follows:

Sec. 42-39. - Establish method for returning surplus real property taxes to taxpayers.

- (a) This ordinance sets forth a method for returning surplus real property tax revenues to taxpayers who are assessed real property taxes in any fiscal year in which the Town reports a surplus.
- (b) If the Town's reserve fund is certified to be in surplus of ten (10) percent of the Town's annual expenditures for the last completed fiscal year, an amount of funds not exceeding said surplus may be returned to the taxpayers who were assessed real property taxes for said year upon approval of a tax refund resolution by the Town Council.
- (c) The funds returned to each said taxpayer shall be proportional to the amount of real property taxes paid.
- (d) Any such taxpayer's refund shall not exceed the amount paid in real property tax by said taxpayer for said fiscal year.
- (e) If the return to a taxpayer will be less than \$50, no distribution shall be made.
- (f) Any funds retained by the foregoing restriction shall be used to defray the costs of administering the refund process. Any funds not so expended shall be returned to the general fund.
- (g) Any such taxpayer's refund shall be reduced by the amount of taxes, penalties and interest that are due from such taxpayer, or any past-due taxes, penalties and interest that have been assessed within the appropriate period of limitations.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this \_\_\_ day of \_\_\_\_\_, 2022.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Town Clerk

Motion to approve:  
Second:  
Voting Aye:  
Voting Nay:  
Absent:  
Abstaining:

Attachment: ORDINANCE 2022-004 to provide for refund of surplus tax revenue (5804 : Ordinance 2022-004: Real Estate Tax Refund)

CHARTER AGREEMENT  
FOR THE  
RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY  
(EFF. 01/01/2023, AMENDED 08/24/2022)

Section 1. Creation

On July 13, 1978 the participating Counties, Cities and Towns created the Rappahannock Regional Criminal Justice Training Academy (hereinafter called the "Academy") which shall exist under and be subject to the terms and conditions of this charter, which shall be deemed to constitute the agreement required by Section 15.2-1747 Code of Virginia, 1950, as amended, for the joint exercise of powers of participating political subdivisions.

Section 2. Purpose

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Section 3. Duration

The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:

- A. At any time, by unanimous agreement of the governing bodies of the academy.
- B. In the event the governing body of a jurisdiction desiring to withdraw receives approval.
  - Withdrawal: Pursuant to Virginia Code 15.2-1747, an agency seeking to withdraw membership from RRCJA must signify its desire by resolution or ordinance issued from the agency's governing body and submitted to the Board of Directors. Withdrawals are only considered in October, once every five (5) years, commencing in October, 2001, and will not be considered at any other time, unless agreed to unanimously. Approval for the withdrawal requires a favorable vote of two-thirds of the Board of Directors of the academy. Withdrawals agreed to by the Board will be effective on June 30 of the following year, unless stipulated as otherwise by the Board. In addition to fulfilling any financial obligations for the current fiscal year, agencies granted withdrawal will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.

Section 4. Board of Directors

There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

- A. Organization - - The Board shall conduct an annual meeting on a date selected by the Chairperson. Board officers and Executive Committee members shall be elected at this annual meeting in accordance with the Academy by-laws. Members shall serve a two-year term and may be re-elected at the expiration of the term. The secretary need not be a member of the Board. The Board shall fix such other meeting times as it deems necessary. Written minutes shall be recorded for all board and committee meetings.

B. Powers of the Board - - The Board shall have the following powers and duties:

1. To develop and approve the Academy curriculum in cooperation with and subject to review by the Virginia Department of Criminal Justice Services, and the academy policy.
2. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruit and in-service training and to the maximum benefits of instruction available, in fixing length and frequency of training, and in accordance with demand fixing the operational and staffing levels of the Academy, with which it shall have the power to expend funds appropriated to it.
3. To appoint a Director of the Academy, fix compensation and prescribe powers and responsibilities.
4. To contract with participating jurisdictions for necessary administrative and maintenance services.
5. To provide for the admission of trainees not employed by a participating jurisdiction and to fix necessary fees.
6. To create such standing committees as are deemed necessary to assist in developing plans for regional training programs and projects for criminal justice agencies and for proper administration and operation of the Academy.

Section 5. Financing and Budget

The Board shall designate the Chief Financial Officer of one of the participating jurisdictions to act as its fiscal agent. The Board shall provide for the manner in which and by whom disbursements may be authorized provided that it shall ensure that the disbursement authorization system of the fiscal agent is employed.

A. Capital Assets and Expenditures

1. Real Estate - - The Board may own or lease necessary real property, or may contract for its location needs. In the event an Academy location is furnished by a participating jurisdiction; the Board shall determine the method by which payment and/or credit for the furnishing of the physical facilities shall be given.
2. Equipment - - The Board shall, from time to time as it deems necessary, approve a schedule of equipment requirements, provided, however, that one or more participants may purchase the interests of one or more of the other participants in the property.
3. Debt Service – The Board, by majority vote, may enter into debt service to secure real property or equipment necessary to meet the needs and requirements of the academy. Each agency shall be responsible for its share of the debt service as outlined in the initial debt approval and subsequent budget reviews.

B. Operating Expenses

1. The Executive Committee shall be responsible for preparation of an annual operating budget, and shall submit its approved proposal to the Board not later than December 15<sup>th</sup> preceding the next fiscal year. Upon the receipt of the proposed budget, the Board may make adjustments as approved by a majority of the Board members.



2. The operating budget and debt service appropriations shall be determined by the number of sworn personnel and that cost shall be established by the Board. Payments of the operational and debt appropriation to the academy shall be made at such intervals as the Board may provide.

#### Section 6. Termination

Termination of this cooperative endeavor shall occur only as provided for in Section 3. In the event this charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

#### Section 7. Amendments

The Executive Committee may recommend minor amendments to this Charter to keep the academy in compliance with any state or federal law or regulation change. Such amendments shall become effective upon approval by two-thirds of the Board Members.

The board may recommend amendments to this Charter. Such amendments shall become effective upon approval by two-thirds of the Board Members, and by Resolution duly adopted by their respective governing bodies.

**FORM OF RESOLUTION FOR ADOPTING 2022 CHARTER AMENDMENTS**

Amendment to the Charter Agreement of the Rappahannock Regional Criminal Justice Training Academy:

**RESOLVED** that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised and updated by the adoption of the changes reflected in the document entitled, "CHARTER AGREEMENT FOR THE RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (AS AMENDED 2022)" attached hereto and incorporated herein.

The foregoing Resolution was duly adopted by the governing body of the Town of Haymarket, on the 4<sup>th</sup> day of October 2022.

\_\_\_\_\_  
Town Manager, Emily Kyriazi

\_\_\_\_\_  
Mayor, Ken Luersen

Attachment: 2022 Charter (5801 : Resolution- Rappahannock Regional Justice Training Academy Charter Amendments)

October 4, 2022

The Honorable Pete Buttigieg  
Secretary  
United States Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Secretary Buttigieg,

The Town of Haymarket is pleased to offer this letter of support for Prince William County's Railroad Crossing Safety & Enhancements Project grant application to the United States Department of Transportation's (USDOT) Railroad Crossing Elimination program. The Railroad Crossing Safety & Enhancements Project identified a corridor of five at grade rail crossings located in the northwest region of the County and the Town (Turner Road, John Marshall Highway, Thoroughfare Road, James Madison Highway and Jefferson Street).

In cooperation with Norfolk Southern Rail, the County will install enhancements at each rail crossing based on the tailored recommendations from Norfolk Southern Rail. We, the Town, strongly support this collaborative effort as being necessary to improve safety for all road users at these rail crossings as well as reducing noise pollution throughout this corridor. The Town and the County have a successful history of collaboration and if selected for funding through the Railroad Crossing Elimination program, the Town will be a key stakeholder in implementing these improvements.

The Railroad Crossing Safety & Enhancements Project will provide significant improvements along this corridor and federal funding is key to moving forward. The Town of Haymarket requests and appreciates your consideration of this application.

Tracylynn Pater

Joseph Pasanello

Mary Ramirez

Marchant Schneider

Robert Weir

Chris Morris

Ken Luersen, Mayor

Attachment: Town of Haymarket\_Letter of Support (5802 : Letter of Support - Railroad Crossing Elimination Grant Program)





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

To: Haymarket Town Council

From: Kim Henry, Town Clerk

RE: New Voting Information

Date: October 6, 2022

## MEMORANDUM

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The Virginia General Assembly passed into law that local elections should be held on the same day as the General Election on the first Tuesday after the first Monday in November starting November 2022. The Town Charter has been amended and sent to the General Assembly for approval reflecting this change.

Going forward, elections will be held at Tyler Elementary School for the Town of Haymarket Mayor and Town Council local elections instead of Town Hall. Below are links from Prince William Board of Elections on Early in Person voting, and mail in voting and election day voting information. Staff has also printed the information and has it posted at Town Hall and on the Town's facebook page.

[www.pwcvotes.org/electionday](http://www.pwcvotes.org/electionday)

[www.pwcvotes.org/earlyvoting](http://www.pwcvotes.org/earlyvoting)

[www.pwcvotes.org/votebymail](http://www.pwcvotes.org/votebymail)

Attachment: Memo to Council election day info (5807 : New Voting Information)