



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, December 6, 2021

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: 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. Pledge of Allegiance

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

After the Pledge, Councilman Weir asked to add to agenda under Agenda Items VII, Section 8 changing the Town Elections from May to November. There were no objections to the request and that item was added to the agenda.

Also at this time, Councilman Morris asked to add Acknowledgement of Service after the invocation. There were no objections and that item was added to the agenda.

III. Invocation - Rev Sean Rousseau, St. Pauls Episcopal Church

The Reverend Sean Rousseau from Saint Pauls Episcopal Church gave the evening's invocation.

IV. Acknowledgement of Service

Councilman Morris invited Captain Greg Smith to the podium. Councilman Morris read a resolution acknowledging Captain Smith's dedication and service to the Town of Haymarket. Mayor Luersen presented Mr. Smith with a plaque. Captain Smith stated that he enjoyed coming back to the Town and congratulated the Council on their selection of the new police chief. He encouraged the Town to be accredited. Mr. Smith also acknowledged Sergeant Davis and complimented him for a job well done. At this time, Police Chief Sibert pinned Captain Smith with the Distinguished Service Bar.

In addition, Councilman Morris invited Sergeant Jacob Davis to the podium. Councilman Morris read a resolution acknowledging Sergeant Davis for his service and dedication to the Town of Haymarket. Mayor Luersen presented Sergeant Davis with a plaque. At this time, Police Chief Sibert pinned Sergeant Davis with the Distinguished Service Bar, Police Commendation Bar, and Officer of the Year for 2021. Sergeant Davis thanked the Council for the recognition and also thanked the staff for the support as he transitioned to the new position.

V. Presentation PFC Update - PWC Asst Fire Chief Kurt Heindrichs

Kurt Hendrix from Prince William County Fire and Rescue gave a brief update by stating that because of the Town of Haymarket's commitment to purchasing 81 ballistic vests, the County have also committed to outfitting the rest of the department in ballistic vests. After a short discussion, the Town Council thanked Mr. Hendrix for the departments help during Haymarket Day. There was a suggestion that the department bring the watercraft that the Town help furnish to participate in the 2022 Haymarket Day parade and event.

VI. Citizens Time

There were no citizens present at this meeting.

VII. Consent Agenda

Councilman Pasanello asked to pull the Treasurer's Report, the Town Zoning and Planning Report, the Police Chiefs Report and the Town Attorney Report.

Councilman Weir moved to adopt Consent Agenda Items A 1-3, B1 and 5, and C 1-5. Councilman Pasanello seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Aug 23, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

2. Mayor and Council - Work Session - Oct 25, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

3. Mayor and Council - Public Hearing/Regular Meeting - Nov 1, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

B. Department Reports

1. Town Administration Report

2. Town Treasurer Report

Councilman Pasanello asked for this item to be pulled so that Town Treasurer Roberto Gonzalez could discuss the 2023 budget. Mr. Gonzalez shared that 2023 budget work session plan with the Town Council. Mr. Gonzalez stated that he would like to have a special meeting to work on just the budget items. There was a short discussion on the budget timeline.

3. Police Chief Report

Councilman Morris asked for this item to be pulled from the Consent Agenda so that the Police Chief could share updates and future events that the department would be involved in. Police Chief Sibert shared that the department is working with a Scout Troop #1833 for a stocking stuffer event and with Haymarket Food Pantry to provide some items for them. He also shared that he has been in contact with Santa and that the department will be driving through Haymarket neighborhoods on December 18 with small toys for the children. There was a short discussion about the drone policy. Chief Sibert shared that there was a drone purchased at one time by the Town but to his knowledge it has not been used. He stated that he would like to put forth a policy that would help the Town with real time issues like accidents and other events that would inform the citizens. There was a discussion on the policy.

4. Town Planner/Zoning Administrator Report

Councilman Pasanello asked for the Town Planner report to be pulled so that Town Planner Emily Kyriazi could update the Town Council on the sidewalk at the Haymarket Hotel. Mrs. Kyriazi gave several progress updates regarding the Haymarket Hotel. The first update was on the example of the stamped concrete that would be used for the sidewalk. She stated that herself and some Council Members were invited to tour the hotel and look at the example. She stated that during the tour, she noticed that the area between the sidewalk and the right of way on the Jefferson Street side seemed very narrow. She stated that she, Councilman Schneider and Mr. Ryan Morgan from the hotel looked at the area. She stated that as they continued along Washington Street, there was concern on the width of the sidewalk. She referred to the zoning text amendment on the required width of the sidewalk. She stated that there also handicap ramps that affect the sidewalk. Mrs. Kyriazi stated that she would be speaking with the Town

Engineer and will be bringing more information at a future meeting about all sidewalk issues. Discussion followed on the subject. Mrs. Kyriazi also shared that the hotel may be delayed in their anticipated end of January 2022 opening due to connecting to permanent power issues. Town Planner Emily Kyriazi shared that Aldi was having their grand opening on December 9th at 7 am. A short discussion on the ribbon cutting and grand opening. Mrs. Kyriazi also updated the Town Council on the McDonald's second lane construction update.

Lastly, Town Planner Emily Kyriazi updated the Town Council on the Crossroads Village Center property. She stated that grading has started on the property and that the eastern side of the property will have an existing fencing would be removed by January 3, 2022.

5. Town Engineer Report

6. Town Attorney Report

Councilman Weir asked for the Town Attorney to update the Town Council on the TOT changes that may affect them. Attorney Martin Crim provided the updates. As requested from the previous work session, Attorney Crim explained the franchise agreements with the Town. He explained the franchise agreement particularly with Contel, which is now part of Verizon. He stated that this agreement is for telephone and any other service that's lawfully provided. If they have authority from Virginia to operate as a utility service, they would be allowed to provide internet through their existing lines. They don't have the ability to offer cable tv service because that is a separate agreement. If they are using public streets to provide an utility, they need to have a franchise agreement. If they are using private property or touching private property and not using public streets, a franchise agreement is not needed. Since Verizon is not using public streets, then they do not need a franchise agreement. A discussion followed on informing the citizens. The Town Council asked the attorney to draft a statement to inform the citizens of the franchise agreements. Mr. Crim suggested to put the franchise agreements on the website. Further discussion followed on the subject.

Lastly, there were questions on the current leases that the Town has with various tenants. Attorney Crim stated that his office has not approved any of the leases that were entered into within the last 5 years, which is required. A short discussion followed on the policy that was put in place in 2014. There was a consensus of the Town Council for the staff to work with the Town Attorney on the leases.

C. Liaison Reports

1. Finance Liaison Report
2. Police Liaison Report
3. Planning Commission Liaison Report
4. Architectural Review Board Liaison Report
5. Business Roundtable Report

VIII. Agenda Items

1. Ordinance 2021-002: Zoning Text Amendment

Town Planner Emily Kyriazi stated that after speaking with the Town Attorney, the Zoning Text Amendment can be adopted for its content. Mrs. Kyriazi presented draft Ordinance 2021-002 for consideration. Attorney Crim stated that he reviewed the ZTA and can be adopted as presented.

Councilman Pasanello moved to adopt Ordinance 2021-002, an ordinance to update Chapter 58 of the Code of Ordinances of the Town of Haymarket concerning zoning as presented. Councilman Morris seconded the motion. A short discussion followed on pending applications, SUP's and effective date. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

2. Design/Build Policy

Town Manager Chris Coon provided the updated Design/Build Policy with Attorney Crim's comments. Mr. Coon went over the amended edits.

Councilman Weir moved to adopt the Town of Haymarket's Design-Build Policy as amended. Councilman Pasanello seconded the motion. A short discussion followed on the bidding process. **The motion carried by a roll call vote.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

3. Town Hall Site Plan

Town Planner Emily Kyriazi gave a brief update from the discussion at the Work Session. There was a discussion on the subject in relation to the budget.

The Town Council gave the directive for staff to move forward.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

4. Audio/Video Quote

Mayor Luersen gave a side by side comparison upon the request at the previous Work Session. A short discussion followed on the quotes.

Councilman Morris moved to enter into a contract with CTSI to provide audio and visual services for the Town Council Chambers in the amount not to exceed \$29,253.30 from Cares Act Funds. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

5. DMV Contract: Authorized Signer Designation

Town Clerk Kim Henry shared that with Town Manager Chris Coon leaving employment from the Town of Haymarket at the end of the year, DMV requires the Town to appoint another authorized signer for the contracts. A short discussion followed on the subject. The Town Council directed the Mayor to be the authorized signer for the DMV Contract. No further action was needed.

6. Events Position

Town Planner Emily Kyriazi presented and explained the positions of the event coordinator and the social media specialist. Mrs. Kyriazi stated that the events coordinator position is a part time 15-25 hours per week. The position would entail planning, coordinating and executing all Town community events to include Haymarket Day, Christmas event, summer concert and the farmer's market. Also planning, coordinating and executing all police events in conjunction with the Police Chief. Mrs. Kyriazi gave detailed information on the farmers market responsibilities and growth. Mrs. Kyriazi also gave details on the social media specialist and their responsibilities. She stated that she separated the position for an individual who is knowledgeable in social media platforms who can develop a brand for the Town. She stated that this position is also a part time position with 10-16 hours per week and would work directly with the Town Manager. Mrs. Kyriazi gave a detailed job description on this position. The Town Council discussed each position presented and how the positions would be budgeted. The Town Council directed Mrs. Kyriazi to work with the finance liaisons to further discuss and fund the positions and bring the recommendations to the next regular meeting.

7. Haymarket Days of Service

Councilwoman Ramirez provided examples of volunteer waivers from other jurisdictions for further discussion. Councilwoman Ramirez asked for input regarding the waivers from the Town Attorney. Attorney Crim provided information regarding waivers. A discussion followed on the waivers and process of the scope of work perimeters. A lengthy discussion ensued on having a non-profit to organize the event and the Town would participate along side the non-profit. There was also a suggestion to have a community service day in public areas rather than on private

properties. The Town Council tabled this subject until a more detailed plan and policies are established.

8. Ordinance 2021-003: Election Date Change

Councilman Weir read the ordinance to move the Town elections from May to November in its entirety.

Councilman Weir moved to adopt Ordinance #2021-003. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

IX. Councilmember Time

1. Bob Weir

Councilman Weir shared that Prince William County scheduled a public hearing on the data center at Catharpin. Mr. Weir also asked that staff follow through with the trash service on scheduled pick up.

2. Joe Pasanello

Councilman Pasanello wished everyone a Happy Holiday.

3. TracyLynn Pater

Vice Mayor Pater shared information on upcoming Holiday event scheduled for December 11th. She stated that the tree lighting would be at 5:30 PM. Vice Mayor Pater reminded everyone that donations were still be accepted for the Haymarket Regional Food Pantry.

4. Marchant Schneider

Councilman Schneider recognized the part time maintenance worker on decorating the Town building and grounds for the Holiday. He also stated that he visited the Haymarket Hotel and commented that it will be a beautiful facility. Lastly, Councilman Schneider thanked Town Manager Chris Coon for his service to the Town and that he will be greatly missed.

5. Mary Ramirez

Councilwoman Ramirez also thanked Town Manager Chris Coon for his service to the Town. She also thanked the Chief and the Police Department for organizing their event on December 18th. Lastly, Councilwoman Ramirez stated that she worked with the Rotary Club with wrapping packages for those in need.

6. Chris Morris

Councilman Morris wished everyone a safe Christmas. Mr. Morris also reminded everyone of the holiday events in Haymarket this season.

7. Ken Luersen

Mayor Luersen stated that he would be doing the Mayors walk on Saturday. He also reminded everyone of the Towns holiday events.

X. Closed Session

1. Closed Session Motion

Councilman Weir moved 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: probable litigation involving 14600 Washington Street and the pending case of The Town of Haymarket vs. Bean; Where 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 all leases of the Town properties. Councilman Morris seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	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. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

3. Closed Session Motion

Councilman 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. Councilman Pasanello seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

4. 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. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

XI. Adjournment

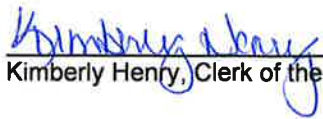
With no further business before the Council, Councilman Weir moved to adjourn with a second by Vice Mayor Pater. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:



Kimberly Henry, Clerk of the Council



Ken Luersen, Mayor

