



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, October 26, 2020

6:30 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Closed Session

Mayor Luersen stated that the Closed Session will be moved to the end of the meeting, if necessary.

IV. Certification

V. Open Work Session

VI. Presentation of Cares Act Funds

Town Manager Chris Coon shared that he invited two of the non profit organizations that received CARES Act funds from the Town to the evening's meeting for a check presentation. Mr. Coon asked the representatives from Haymarket Food Pantry to the podium for a quick report about their organization and how they are helping families during the crisis. The representative from Haymarket Food Pantry shared that prior to the pandemic, they were feeding approximately 294 families a week. She stated that since the pandemic, the Food Pantry is feeding over 600 families a week. She stated that they are currently getting some food from the Capital Food Bank and Cisco to fill some of the needs. She stated that before the pandemic, they would get food from local grocery chains like Walmart however the chains are not able to contribute at this time. So the demand is out weighing the supply. She thanked the Town Council and the Town of Haymarket for the generous donation of \$10,000 which will provide children's meals for possibly 4 weeks at 4 days a week.

Following the presentation from Haymarket Food Pantry, Town Manager Coon invited House of Mercy to the podium to give a brief report on what their organization is doing to help the local community. The representative shared that prior to the pandemic they were providing services for approximately 10 families a day. Since the pandemic, the organization provides services and supplies to over 50 families per day. She stated that they do not have any geographical boundaries and that anyone with an ID can come to the facility and ask for help whether it be food from the food pantry or help with household and baby items. She stated that the generous donation of \$10,000 from the Town of Haymarket will be used to purchase essential baby items such as formula, wipes and diapers.

VII. Agenda Items

1. First Quarter Budget Amendment Public Notice and Discussion

Town Manager Chris Coon gave a brief presentation on the budget from the time it was adopted in May 2020 until the current 1st quarter budget amendment that will go before a public hearing at the November 2, 2020 meeting. After Mr. Coon's presentation, there was a discussion on some of the budget line items.

2. Special Use Permit Public Notice - 6611 Jefferson Street

Town Planner Emily Lockhart shared the Special Use Permit notice of publication to the Town Council and stated that the public hearing is scheduled for the November Regular Meeting.

There was a short discussion on the subject of the permit and questions on occupancy permits. There was a directive from the Town Council to provide the draft minutes and any documentation from the Planning Commission public hearing to the Council for their upcoming Town Council public hearing.

3. Proffer Amendment Public Notice

Town Planner Emily Lockhart also shared the notice of publication for the Proffer Amendment that is scheduled for a public hearing at the next Town Council Meeting on November 2nd. Ms. Lockhart shared that the proffer amendment was being considered again because of a change in the amendment application prior to the June 2020 joint public hearing with the Planning Commission. She stated that the change came after the original notice of public hearing was published. She also stated that the Planning Commission held their public hearing on the amended application at their September 21st meeting. A discussion followed on the subject. There was a directive from the Town Council to provide the draft minutes, supportive documentation and citizen comments from the Planning Commission public hearing.

4. Communication Plan

Vice Mayor Pater shared with the Town Council that she and staff met with some citizens to discuss starting a communication plan and involving the community by establishing some sub-committees. Ms. Pater also shared that there was some discussion on a evacuation plan and providing welcome packets to new residents of the Town. A short discussion followed.

5. Invocation Discussion

Town Manager Chris Coon stated that the Town Clerk distributed the invocation guidelines that she found that was established in 2014. After a short discussion with the Town Attorney, Mr. Coon stated there was an updated version which was distributed at the evening's meeting. There was a discussion on the guidelines. Councilman Pasanello stated that even though the guidelines were established, the invocation was not added to the agenda within the policy and procedures.

Mayor Luersen held a round table discussion on each Council Members opinion on incorporating the invocation to the agenda. After the discussion, a majority of the Town Council wished to have the invocation added to the agenda. There was a discussion on the length of the invocation. Mayor Luersen asked staff to add a bullet point limiting the invocation to 3 minutes to the guidelines for consideration at the regular monthly meeting.

6. Police Officer Hire Discussion

Chief Lands briefed the Town Council on the posting of the full time police officer vacancy. He stated the position was posted on various sites and that he currently had 3 completed applications. He stated that since he's not had any directive from the Town Council to proceed, he has held off on any interviewing or background checks. He also gave the information on the cost to outfit an officer. There was a discussion regarding the schedule and incorporating the part time officers into the schedule. There was also a discussion regarding the auxiliary detail the officers have been doing. Chief Lands stated that providing the Town adequate coverage and scheduling is king and that if the Town schedule could not be satisfied, there would not be an officer on the Laney detail. There was a discussion on the schedule and the options of filling the vacancy. At this time, Councilman Shannon read a statement regarding the police department and the need to fill the vacancy as planned with a full time officer. A discussion continued on the police department, the budget and the need to fill the vacancy. Councilman Pasanello stated that it is the Council's fiscal responsibility to the citizens and to the Town to look at the budget for a better, smarter and most cost effective ways to staff the police department. Mr. Pasanello also stated that this would be an opportunity to include diversity to the police department. Chief Lands stated that although he agrees with Mr. Pasanello's comment on diversity, filling the position is difficult with the current climate on police officers. A discussion continued on fiscal responsibility, risk assessment, response time and scheduling. After the lengthy discussion, the Town Council decided to address the subject at the next meeting.

At this time, the Town Council took a five minute recess.

7. Personnel Policy

Town Manager Chris Coon shared that the personnel policy needs to be updated. He stated that the policy was established in 2010 with the last update in 2014. Mr. Coon shared that the staff has resources that they can use to bring the policy current. The Town Council directed Mr. Coon to have staff bring a draft updated policy to the January meeting.

8. Public Meeting Space in Town Hall

Town Manager Chris Coon shared that there has been several requests to use the Town Hall building as a meeting space. Mr. Coon stated that although there is space available for organizations to hold their meetings, one of the top priorities is maintaining that the Town property and equipment is secure. Mr. Coon also shared that all meeting spaces must be ADA compliant and the only space available that meets that criteria would be the park building, the museum or the Town Chamber area. A short discussion followed. The Town Council directed staff to come back at a future meeting with options. Councilman Morris drafted a policy and procedures for use of the Town building. The Town Council directed staff to work with Mr. Morris to develop the procedures and contract to be presented at the December Work Session. The Council also directed staff to proceed with getting quotes for securing the equipment in the Town Hall building as well as the park building and museum in order to hold civic and private organizational meetings.

9. Cares Act Draft Agreement with PWC IDA

Town Manager Chirs Coon shared the draft agreement with Prince William County IDA to help the Town disperse the Care Act Funds money. Mr. Coon shared that the Town Attorney has reviewed and approved the agreement. The Town Council directed staff to have the agreement ready for approval at the next Council meeting.

VIII. Closed Session Adjournment

There was not a need for a Closed Session at this meeting.

IX. Adjournment

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


1. Motion to Adjourn

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

Submitted:

Approved:


 Kim Henry, Clerk of the Council


 Ken Luersen, Mayor