



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 8, 2020

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Resolution 2020-017: DAV 100th Anniversary

IV. Citizens Time

V. Minute Approval

1. Mayor and Council - Work Session - Jul 6, 2020 6:00 PM
2. Mayor and Council - Regular Meeting - Jul 6, 2020 7:00 PM
3. Mayor and Council - Work Session - Jul 27, 2020 7:00 PM
4. Mayor and Council - Regular Meeting - Aug 3, 2020 7:00 PM

VI. Agenda Items

1. IT Proposal
2. Cares Act Relief Fund
3. Town Appointments
4. Town Council Pay Structure Policies
5. 2020 Museum Ornament

VII. Liaison Reports

1. Finance
2. Police Dept
3. Architectural Review Board
4. Planning Commission
5. Business Roundtable/Planning

VIII. Department Reports

1. Town Administrator Staff Reports
2. Chief of Police Report
3. Town Treasurer Report
4. Town Planner Report
5. Town Engineer Report
6. Town Attorney Report

IX. Councilmember Time

1. Marchant Schneider
2. Joe Pasanello
3. TracyLynn Pater
4. Steve Shannon
5. Chris Morris
6. Bob Weir
7. Ken Luersen

X. Closed Session

1. Closed Session Motion
2. Certification

XI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 6, 2020

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

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

II. Pledge of Allegiance

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

III. Organizational/Administrative Items

A. Appointment of Vice Mayor

1. Motion

Councilman Bob Weir nominated Councilwoman TracyLynn Pater for Vice Mayor. Councilman Joe Pasanello seconded the nomination. Councilman Steve Shannon nominated Councilman Chris Morris for Vice Mayor. Councilman Joe Pasanello seconded the nomination.

Mayor Luersen asked both nominees to state if they accepted the nominations and a chance to speak. Both nominees accepted the nominations. Ms. Pater shared that she was excited about the opportunity and to be a part of the team and being strong in the community. Councilman Morris shared that its a great opportunity to serve in that position to assist the Mayor and find it's a great privilege to serve in that capacity. A short discussion followed. Town Manager Chris Coon explained how the voting will go when they are two nominees.

Councilwoman TracyLynn Pater won the nomination by a roll call vote.

RESULT:	ADOPTED [3 TO 2]
AYES:	Joe Pasanello, Bob Weir, TracyLynn Pater
NAYS:	Chris Morris, Steve Shannon
ABSENT:	Marchant Schneider

B. Liaison Appointments

1. Architectural Review Board

Councilman Weir nominated Councilman Marchant Schneider as the liaison to the Architectural Review Board. The nomination was seconded by Councilman Pasanello. There were no other nominations. Town Manager Coon informed the Town Council that Mr. Schneider resigned as a member of the ARB effective July 1, 2020. Councilman Schneider was appointed as the liaison to the Architectural Review Board.

Minutes Acceptance: Minutes of Jul 6, 2020 6:00 PM (Minute Approval)

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

2. Finance Committee

Councilman Weir suggested that instead of having a finance committee that there would be 2 liaisons for the Treasurer. He stated that this would be beneficial if the Council adopts the spending policy where there would be 2 people for check and balances. He stated that the two liaisons would work on behalf of the Council to get answers for the Council and then the Council as a whole could work on budgetary items each month during the Work Session as the "Finance Committee." Councilman Pasanello agreed by stating that this would give every Council Member the opportunity to be involved with the financial discussions of the Town and thus be better informed. There was a short discussion on the subject.

With no further discussion, Councilman Weir nominated Councilman Pasanello as a liaison to the Finance Committee. The nomination was seconded by Councilwoman Pater. Mayor Luersen asked for any nominations for the second liaison to the Finance Committee.

Councilman Pasanello nominated Councilman Weir as the second liaison to the Finance Committee. The nomination was seconded by Councilman Morris. To vote was for both nominations to be the liaisons to the Finance Committee. Councilman Shannon clarified his vote as a yes vote for Mr. Pasanello and a no vote for Mr. Weir.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Joe Pasanello, Bob Weir
SECONDER:	Chris Morris, TracyLynn Pater
AYES:	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
NAYS:	Steve Shannon
ABSENT:	Marchant Schneider

3. Police Department

Councilman Weir nominated Councilman Morris as the Police Department liaison. The nomination was seconded by Councilman Pasanello. The motion carried by a roll call vote.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Joe Pasanello, Steve Shannon, Bob Weir, TracyLynn Pater
ABSTAIN:	Chris Morris
ABSENT:	Marchant Schneider

4. Planning Commission Liaison Appointment

Councilman Pasanello nominated Councilman Weir as the liaison to the Planning Commission. Councilman Morris seconded the nomination. There were no other nominations. Councilman Weir was appointed as the liaison to the Planning Commission by a roll call vote.

RESULT:	ADOPTED [3 TO 1]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, TracyLynn Pater
NAYS:	Steve Shannon
ABSTAIN:	Bob Weir
ABSENT:	Marchant Schneider

C. Town Council Rules of Procedure Policy

Town Manager Chris Coon distributed the red line versions of the Rules and Procedures. Councilman Weir went over the red lines to be struck, edited or added to the policy. Town Manager Chris Coon questioned the deadline of the regular meeting agenda. There was discussion on the subject and an amendment was made to getting the regular meeting agenda out no later than Wednesday before the meeting.

1. Rules of Procedures

Councilman Weir moved to adopt the rules as amended. 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:	Morris, Pasanello, Shannon, Weir, Pater
ABSENT:	Marchant Schneider

D. Readopting Existing Policies

E. Spending Policy/Payables, Receivables and Check Signing Policy

Town Manager Chris Coon shared that the current spending policy was in the packet. He also shared that payables, receivable and check signing policies edits were already made where it indicates the Town Manager and a Town Council designee. He shared that a check will require 2 signatures if the invoice is over \$1000. A short discussion followed on the subject.

1. Spending Policy

2. Motion to readopt the Spending Policy

Councilman Weir moved to readopt the policy regarding the expenditure of Town funds currently listed as POL20140707. There was a discussion prior to the second on adding that there should be 3 bids on projects over \$10,000 with the exception that the Town Manager provide explanation when 3 bids were not available and awarding of the bid. At this time, Councilman Weir withdrew his motion.

Councilman Weir moved to adopt the amended spending policy. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

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

4. Motion to adopt Payables, Receivables, & Check Signing Policy

Councilman Weir moved to adopt the Payables, Receivables and Check Signing Policy as amended. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

2. Town Council Designee

3. Motion to designate reviewers of the checks

Councilman Pasanello nominated Councilman Weir and Vice Mayor as Town Council designee's to review checks. The nomination was seconded by Councilman Morris. The motion carried by a roll call vote.

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

4. Town Signer(S) with Bank

Councilman Weir nominated Councilman Pasanello and Mayor Luersen as authorized check signers with the Town. The nomination was seconded by Councilman Morris. The motion carried by a roll call vote.

Town Manager Coon stated that this would also apply to updating the signature cards at the bank.

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

F. Contact Attorney Policy

There was a discussion about when any member of Council would need to talk with the Town Attorney. Councilman Weir suggested that since the Town Manager has a weekly appointed conference call with the Town Attorney, any member of Council that would questions answered would direct them to the Town Manager who would direct the question to the Attorney and then respond to the Council. Mr. Weir also suggested that Council could contact the Attorney if there is a question that needs an immediate answer. He stated based on the billing for the attorney, that policy may need to be re-addressed in the fall. A discussion followed.

1. Motion - Attorney Contact Policy

With no further discussion, Councilman Weir moved to re-affirm the existing policy. 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:	Morris, Pasanello, Shannon, Weir, Pater
ABSENT:	Marchant Schneider

G. Meeting Calendar

Town Manager Chris Coon stated that staff will bring an updated meeting schedule to the August Work Session.

1. Motion to add July work session

Councilman Weir moved to add a work session meeting on July 27, 2020 at 7 PM. Councilman Pasanello seconded the motion. The motion carried.

The Town Council took a quick recess before moving onto the Regular Meeting.

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

Minutes Acceptance: Minutes of Jul 6, 2020 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 6, 2020

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.

a. Call to Order

Councilman Marchant Schneider: Absent, 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.

b. Citizens Time

There were no citizens wishing to address the Town Council during Citizen's Time.

c. Department Reports

1. Town Administrative Staff Reports

Town Manager Chris Coon asked for any questions from Town Council on his reports. The Council questioned Mr. Coon in regards to the Jefferson Street sidewalk project, the outside dining permits, the recent street sweeping and the staff self evaluations. The Council asked Mr. Coon to follow up on the cable franchise agreement, to research on other IT options and to start thinking about developing a transition plan to have in place by the next election.

2. Chief of Police Staff Report

Police Chief Kevin Lands asked for any questions on his statistical report. Chief Lands shared that the Town had 2 BLM demonstration walks and a forum within the month. He stated that everything went well without incident. Chief Lands shared with the Town Council on existing departmental policies and the new state legislative laws that took effect July 1st. There was a discussion and clarification of the liaison to the Police department and the communication between the Chief and the Town Council and vice versa. The Council also gave suggestions on communicating with those citizens who do not have facebook accounts on police matters. There was also a discussion on the community advisory group meeting that the Chief would like to establish. Chief Lands stated that he is just trying to open up the communication with the community leaders. The Council suggested the less structure the better.

3. Town Treasurer's Report

Town Treasurer Roberto Gonzalez gave the Town Council information on the expenses that the Town will be facing in the near future. Mr. Gonzalez also gave the Town Council the adopted and amended budget for their review. There was several questions regarding budget line items. There was a discussion with Town Planner Emily Lockhart in regards to getting the street scape done in front of the park between Blight Drive and the church. Ms. Lockhart stated that the engineering was already done so that all is left was the actual work itself. There was also a discussion on moving the Town's funds back to the Fauquier Bank since Sona Bank left the Town of Haymarket. A discussion followed on the subject.

Town Manager Coon addressed the subject of the budget amendment. Mr. Coon stated that the staff would bring any budget changes to the Town Council for a public hearing during first quarter of FY2021. The Council directed the Town Manager and the Town Treasurer to publish a budget amendment with respect to the Laney Detail for the September Work Session and October action.

4. Town Planner Report

Town Planner Emily Lockhart explained to the Town Council the details of her monthly report. Ms. Lockhart gave updates on the Planning Commission and Architectural Review Board

Minutes Acceptance: Minutes of Jul 6, 2020 7:00 PM (Minute Approval)

projects. Ms. Lockhart gave a more detailed description on the projects before the Planning Commission and the ARB. Ms. Lockhart also shared that the Planning Commission started working on the Comprehensive Plan. She stated that with the recent pandemic of COV-ID 19, the Planning Commission has not met since March. She stated that she would look for the Planning Commission to take the project back up in the next month or so and asked for input from the Planning Commission liaison. Town Planner Lockhart gave information on the one mile review submitted by the County. Town Planner Lockhart shared some information on the Blight Ordinance in reference to the property at 14881 Washington Street. Ms. Lockhart asked for direction from the Town Council to publicly post the property to include putting notices in the newspaper. She stated once the notice requirements are met, then the Council can proceed with the next plan of action.

At this time, Ms. Lockhart shared that a representative from Prince William County was present to answer any questions on a project at Route 15 and the railroad tracks. Ms. Lockhart stated that the County is asking for the Town's support by resolution.

Lastly, Ms. Lockhart shared that she was starting to make changes to the forms and applications by implementing a check list for every application that would include a signature from the applicant that would state that the applicant understands the review time and staff verification of a completed application before the review process would begin. Councilman Pasanello provided Resolution # 05032010-1: Requirements for submission of land use applications. Mr. Pasanello suggested that this resolution tie into the check list. Councilman Pasanello also suggested that the Planning Commission work expeditiously on the Comp Plan. Mr. Pasanello asked about the expenses in the budget related to Building Official. Town Treasurer Gonzalez answered the budgeted item.

There was a discussion on the checklist and the possibility of implementing the checklist on current applications. The Town Council asked for direction from the Town Attorney. The Town Attorney stated that the best action would be to re-affirm the resolution. The Town Attorney also gave direction on procedures for current applications that have already been submitted. There was also a discussion on the current application being considered before the Planning Commission. There was also a discussion on the Proffer Amendment application before the Planning Commission.

Councilman Weir stated that the Comp Plan was ready 5 years ago but was not approved. He suggested that the Planning Commission use that as a basis to edit the existing plan. Town Planner Lockhart suggested that the Planning Commission involve some citizens by holding a public forum and also waiting until the results come in from the 2020 Census. There was a discussion on the directive to the Planning Commission. Ms. Lockhart suggested that at the August Planning Commission meeting, the Comp Plan can be addressed by setting priorities once she, Town Manager Coon and Councilman Weir have a chance to review and suggest re-writes.

Ms. Lockhart provided updated information on the Haymarket Hotel Venture project. She stated that once all the building permits are finalized at Prince William County there will be a pre-construction meeting with the applicant. Ms. Lockhart shared that she anticipates that the meeting will be toward the middle of August.

Councilman Morris stated that he would like the Town Council to give the directive to Ms. Lockhart to proceed with the notice of violation for 14881 Washington Street. There was a brief discussion on the subject. The Council gave Ms. Lockhart the directive to proceed.

5. Motion to reaffirm Resolution 05032010-1

Councilman Weir moved to re-affirm Resolution 05032010-1. The motion was seconded by Councilman Morris. With no discussion on the subject, the motion carried.

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

d. Agenda Items

1. PWC Resolution for Rt 15 and Railroad Tracks

At this time, Town Planner Emily Lockhart invited Mr. Paolo Belita, the representative from Prince William Department of Transportation to the podium to give a presentation on the Route 15 railroad overpass project to include asking the support from the Town Council to endorse the project by resolution. Mr. Belita stated that this is a Smart Scale program through the state. He stated that the funds would be available in 2023-24 and the project would start in 2026-27.

After the short presentation, the Town Council asked Mr. Belita several questions regarding the project and the application. Councilman Weir suggested that the staff bring back the resolution in it's final form at the August 3, 2020 meeting for adoption.

2. Appointments

Mayor Luersen stated that there was a need for a Closed Session prior to proceeding with the appointments and asked to move the item. The Town Council agreed to move the appointments to after the Closed Session on the agenda.

1. Planning Commission Vacancy
2. Architectural Review Board Vacancy
3. Board of Zoning Appeal Vacancy
3. Event Schedule/Haymarket Day

Town Treasurer Roberto Gonzalez shared that he spoke with VRSWA about insuring Town events during the COVID pandemic. He shared that although the Town would be covered, the insurance company stated that with the possible resurgence of the virus the Town would take all physical distancing precautions and facilitate a safe environment for those attending. A discussion followed about holding Town events for the remainder of the year. The Town Council decided that for the safety of all involved, all Town events would be cancelled for this year. There was also a discussion on refunding the monies to the sponsors. Ms. Lockhart made suggestions in regards to the 2 sponsors. The Town Council directed Ms. Lockhart to send a letter to the past vendors and sponsors informing them of the cancellation.

4. Laney Detail

This item was addressed earlier in the evening.

5. Public Body Payments

Town Manager Chris Coon shared information on salaries of the Town Council, Planning Commission and Architectural Review Board Members. He stated that there was a sunset clause on the suspension of salaries set by previous Town Council to end on June 30, 2020. Mr. Coon stated that no action would need to be taken if the Council chose to not suspend the salaries of the Boards. No action was taken.

6. Cares Act Fund

Town Manager Chris Coon shared that this item was before the previous Council at their last meeting but could not be acted upon because of the lack of a quorum. Mr. Coon stated that this is the adoption and authorization for the Mayor, Town Treasurer Gonzalez and himself to sign an agreement with Prince William County to accept the Cares Act Funds in the amount of \$147,726. Mr. Coon stated that once the Town receives the funds, the Council could discuss the options.

Councilman Morris moved to accept the revenues from the Coronavirus Relief Fund from Prince William County and authorize the Town Mayor, Town Manager and Town Treasurer sign the Certification for Receipt of Coronavirus Relief Funds by a Town form. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

e. Closed Session

1. Motion to go into Closed Session

Councilman Shannon moved to enter into a Closed Session pursuant to Virginia Code 2.2-3711 (A)(1) and (A)(8) specifically to address under (A)(1)- the appointments to boards, committees and commissions and the Town Manager's contract and under (A)(8) - town records and management issues requiring the advice of counsel. The motion was seconded by Councilman Pasanello. The motion carried.

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

2. Certification

Councilman Pasanello moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Weir seconded the motion. The motion carried by a roll call vote.

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

3. Resolution 2020-016: Expansion of Planning Commission to 7 members

Councilman Morris read and moved to adopt Resolution 2020-016. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

*** The resolution is attached to the back of the minutes in the minute book and in the 2020 resolution book.***

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

4. Appointment to the Architectural Review Board

Councilman Morris moved to appoint Sheridan King to the Architectural Review Board with the term expiring June 30, 2023. Councilman Pasanello seconded the motion. The motion carried unanimously by a roll call vote.

Councilman Morris moved to appoint Suzanne Luersen to the Architectural Review Board with a term expiring June 30, 2022. Councilman Pasanello seconded the motion. The motion carried unanimously by a roll call vote.

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

5. Appointment to the Planning Commission

Councilman Morris moved to appoint Alexander Beyenne to the Planning Commission with a term expiring June 30, 2024. Councilman Shannon seconded the motion. The motion carried unanimously by a roll call vote.

Councilman Morris moved to appoint Robert Hallet to the Planning Commission with a term expiring June 30, 2024. Councilman Shannon seconded the motion. The motion carried unanimously by a roll call vote.

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

Board of Zoning Appeal Vacancy

Councilman Bob Weir stated that, without objection, the Town defer submitting any BZA recommendations to the Circuit Court until the August Meeting. Councilman Pasanello seconded the directive and there was no objection from the Town Council.

6. Directive to the Town Attorney

Councilman Weir directed the Town Attorney to proceed as discussed with respect to the Town records. There was no objection to Mr. Weir's directive.

f. Councilmember Time

1. Chris Morris

Councilman Morris expressed his excitement in serving on the Council for the next term. He stated he appreciates the lively discussions that have been brought forward and felt that this Council has accomplished a lot already. Mr. Morris thanked the staff especially during the transition to this new Council.

2. Joe Pasanello

Councilman Pasanello welcomed the rest of the team to the Council and stated that a lot was accomplished at the first meeting. Mr. Pasanello also thanked the staff for all their hard work.

3. Tracylynn Pater

Vice Mayor Pater also reflected on the excitement to be on the Council and stated that she is looking forward to all the learnings and improvements.

4. Marchant Schneider

Councilman Schneider was not present and did not provide any written comment for Councilmember Time.

5. Steve Shannon

Councilman Shannon thanked the staff for their professionalism and their output, as well as the Police Department. Mr. Shannon also stated that he was excited to serve on this team.

6. Bob Weir

Councilman Weir also thanked the staff for working so closely with this Council and for the support that they have given this current Council. Mr. Weir also thanked the citizens of Haymarket and surrounding communities by supporting the local eateries and open businesses during the difficult times of the pandemic. Lastly, Councilman Weir thanked the youth voters of Haymarket who came out in record numbers on election day.

7. Ken Luersen, Mayor

Mayor Luersen thanked that staff for their support and endurance during the transition to the new Town Council. Mayor Luersen also thanked the voters of Haymarket that came out on election day. Mr. Luersen thanked the Council and stated that he is looking forward to 2 good years of arguments and discussion with them. He stated that the more diverse the discussions are, the better the solutions.

g. Adjournment

With no further business before the Town Council, Councilman Shannon motioned 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:	Morris, Pasanello, Shannon, Weir, Pater
ABSENT:	Marchant Schneider

Submitted:

Approved:

Kim Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jul 6, 2020 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 27, 2020

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Bob Weir attended the meeting via Zoom meeting while vacationing. Mr. Weir participated in discussions only and no motions were made and no votes were taken during this Work Session.

1. Zoom Invite -

<https://us02web.zoom.us/j/84940768243?pwd=YXB6ckw3VINHZTBFQWd5T3YrMDZ4dz09>

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

II. Pledge of Allegiance

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

III. Agenda Items

1. Museum Agreement: Plan & Display

Town Planner Emily Lockhart invited Haymarket Coffee Company to the podium to give a presentation about their company and their request to rent the Town of Haymarket Museum on the weekends.

At this time, Mayor Luersen shared that he has a personal relationship with one of the co-owners and would stay out of any discussion or voting on the subject.

The owners of Haymarket Coffee, Chris Moore and Randy Peyton, shared with the Town Council the history of their company and their ideas of renting the Museum. Mr. Moore requested a private/public partnership with the Town to operate their business in the Town Museum as a shared space on the weekends. He stated that this would be an opportunity for the public to learn more about Haymarket by sharing each month something relevant to Haymarket's history. He also stated that he hopes this would develop Haymarket into a walking town. He stated that the hours would likely be Saturdays and Sundays from 6 am - 1 or 2 pm with a possible one or two days during the week, depending on foot traffic.

There were questions from the Town Council regarding alterations to the building to fit the needs, insurance, building codes, the use of the deck and parking.

At this time, Ms. Lockhart shared with the Town Council the display concept submitted by the volunteer intern who was working on gathering all the materials and doing historic research on Haymarket for the Museum. Ms. Lockhart also shared that she gathered information on getting the landscaping cleaned up around the building and sign. She also provided some information about the historic walking tour and advertising.

Town Manager Chris Coon shared with the Town Council the suggested per day rental fee. Mr. Coon stated with the income from renting the space, the sale of the christmas ornament and the possibility of bringing back the Farmer's Market the monies would be used for the museum. Ms. Lockhart shared some history on the Haymarket Christmas ornament and her ideas for the 2020 ornament. Ms. Lockhart stated that she would like to feature the McCormick House, which the oldest house that did not burn in the Civil War. There was a short discussion on the cost of the ornament and deadline to have the ornament constructed. A discussion followed. Ms. Lockhart asked for direction from the Town Council on proceeding with suggested structure for

Minutes Acceptance: Minutes of Jul 27, 2020 7:00 PM (Minute Approval)

this year's ornament. The Town Council directed Ms. Lockhart to contact the current owner of the McCormick House to get permission to use their home for this year's ornament.

Town Planner Lockhart also addressed the Town Council on the subject of the landscaping around the Museum. Ms. Lockhart recommended to have the two holly trees removed from the front of the Museum and the cherry tree in the front of the property and replaced. There was a discussion on replacements and the Town Council directed Ms. Lockhart to obtain more than one quote. Ms. Lockhart also asked that the Town Council consider moving the informational sign on the Museum property to the Town property. In addition, Ms. Lockhart shared that she had a conversation with Vice Mayor Pater on providing seating areas throughout the Town. Ms. Lockhart suggested that picnic tables be installed on the green in front of Town Hall and tables and chairs installed on the deck at the Museum. Finally, Ms. Lockhart shared that there has been a lot of interest in starting the Farmer's Market again. She stated that Haymarket Coffee has potential contacts for vendors and would possibly be willing to act as the manager for the market.

2. Bond Release

Town Planner Emily Lockhart shared that the bond releases were for the 3 single family homes on Fayette Street. She stated that the construction has been completed and as built plans have been submitted. She stated that the Town Engineer has reviewed the plans and approval. Ms. Lockhart stated that she recommends the Council approve the bond release with the condition of all outstanding balances be paid in full for the property prior to releasing the bond funds. Vice Mayor Pater stated that she would abstain from the discussion on the subject since she sold the property to the developer. There was a short discussion regarding the property. The Town Council asked that this subject be deferred to the next work session.

3. Prince William County Railroad Tracks Resolution

Town Planner Emily Lockhart presented the draft resolution of support for the Prince William County Route 15 Railroad overpass project. The Town Council reviewed the draft and came back with a small edit and asked that this be on the regular meeting agenda for approval.

4. Priority List

Town Manager Chris Coon addressed the priority task list distributed to the Council. Mr. Coon stated that based on the Council's input, the staff will have a better idea what tasks to prioritize first. A short discussion followed on several items including the land use application process and fee schedule updates, the business round table, the Town Park and the streetscape to make the Park more accessible. There was also a discussion on better utilizing the Town's website for the citizens to communicate better with the Town Council.

5. Meeting Schedule Update

Town Manager Chris Coon shared that with the Policy and Procedures now in place, the Work Session was moved to the last Monday of the month prior to the Regular Meeting on the first Monday of the month. Mr. Coon asked for directive from the Town Council for the December Work Session. The decision of the Council was to wait until closer to the end of the year on the December 28th meeting.

6. Cares Act Options

Town Manager Chris Coon asked for the direction from the Town Council on how to proceed with the Cares Act money that the Town recently received. Mr. Coon shared that the 3 things that dictate how the money can be spent. There was a lengthy discussion on the subject and several recommendations were offered for Mr. Coon to follow up on. Mr. Coon summarized the Town Council's discussion by stating that he would split the funds in the middle between residents and businesses and look for programs that would benefit both categories. He stated also that he would reach out to other localities to see if they could provide a good resource on how they used the Covid relief funds and look for a consultant that can research programs that would benefit both categories. He also stated that he would utilize Survey Monkey to reach out to businesses to gauge how they are doing.

7. ARB By-Laws

Town Planner Emily Lockhart shared that the by laws were passed by the Architectural Review Board at their June meeting. Ms. Lockhart shared that they are now before the Town Council for approval. Councilman Schneider provided information to the Council how the ARB determined the content of the By-Laws. Councilman Weir stated that he felt the by-laws were drawn up by the ARB and it should be their standard method of operating procedures that the Town Council should not be involved with. Councilman Schneider responded to Mr. Weir's comments stating

that these were directives from the previous Town Council while he served on the ARB. A discussion followed on some definitions outlined in the By-Laws. Councilman Morris stated that he felt the Town Council should be involved in putting the set document together. He continued to state that once the document is in place then the ARB could add to it, as needed. Mr. Morris also expressed his concerns on the voting ability of the liaison. He stated that the liaison represents the Town Council and could potentially have 2 votes if there was an appeal from an ARB decision that would go before the Town Council. The Town Council discussed the subjects brought forth. The Town Council decided to make this an agenda item for the next meeting to vote on but to save the voting right of the liaisons for a future meeting.

8. Budget Discussion

Town Manager Chris Coon stated that the Finance liaisons asked for this item to be part of the agenda. Mr. Coon handed the floor over to Councilman Weir for further explanation. Mr. Weir shared that in the September/October time frame to adjust the budget according to the revenue streams. Mr. Weir went over the report generated by the finance liaison committee. Mr. Weir suggested cuts on several expenditure line items. The Town Council discussed items brought to their attention and asked Town Treasurer Roberto Gonzalez and Police Chief Lands several questions regarding the line items in question. The Town Council directed staff to have a budget discussion line item on each work session agenda going forward. Councilman Weir suggested that the Town Council look at his report for a more detailed discussion at the next meeting and to have decisions made by the September meeting.

IV. Closed Session

There was no need for a closed session at this evening's meeting.

V. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Jul 27, 2020 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 3, 2020

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

1. Zoom Invite -

<https://us02web.zoom.us/j/85453757517?pwd=QWhGMzIUUV2JHa3NQK3IMZ0NjMnQ4UT09>

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

III. Citizens Time

The members of the Gainesville-Haymarket Rotary Club addressed the Town Council about the Flags for Heroes Event they plan each year. Originally planned for Memorial Day, because of the COV-ID 19 pandemic the club decided to postpone the event until Labor Day weekend. The group gave a brief presentation of their plans and recognized the local sponsors. The group stated that they will be displaying 100 flags this year. They asked Mayor Luersen to join them at the event and also asked for community involvement. Councilman Chris Morris asked how the Council can help prior to the event. There were no other citizens present wishing to address the Council.

IV. Minute Approval

1. Mayor and Council - Joint Public Hearing- Planning Com./City Council - Jun 29, 2020 7:00 PM
Councilman Steve Shannon moved to approve the minutes for the Joint Public Hearing Planning Commission/Town Council for June 29 as well as the Continuation Meeting for June 30, 2020. Councilman Weir seconded the motion. The motion carried.

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Steve Shannon, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Pater
ABSTAIN:	Bob Weir

2. Mayor and Council - Continuation Meeting - Jun 30, 2020 7:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Steve Shannon, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Pater
ABSTAIN:	Bob Weir

V. Agenda Items

At this time, Mayor Luersen stated that Councilman Morris would like to add a line item on the Agenda named Public Safety Purchases. The Town Council did not have any objection to having this item added.

1. Museum

Minutes Acceptance: Minutes of Aug 3, 2020 7:00 PM (Minute Approval)

Town Planner Emily Lockhart shared that she drafted the rental agreement for Haymarket Coffee Company. She asked for any edits to the contract before presenting it to the company. Prior to any discussion, Mayor Luersen informed the Town Council that he would be refraining from any discussion or decisions on this subject due to a possible conflict of interest with having a close relationship with the owner of the company. The Town Council asked the Town Attorney to review the contract prior to executing the rental agreement.

Councilman Schneider moved that the Town Council execute a lease agreement with Haymarket Coffee Company per the terms outlined in the Council packet and subject to the Town Attorney's review and endorsement and any changes as agreeable to the lessee that would be effective August 22, 2020. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

2. Museum: 2020 Ornament

Town Planner Emily Lockhart shared that she reached out to a homeowner about using their home for this year's Christmas ornament. Ms. Lockhart stated that the home was the McCormick House. She shared that she is working with the homeowner to gather some pictures and also working with the homeowner gathering historic information on the house. Ms. Lockhart requested that the Town Council give her approval to proceed with the design of the ornament and once the design is approved to continue with the purchasing of the ornaments. A short discussion followed. The directive was for Ms. Lockhart to bring the proposal to the finance committee for approval instead of waiting until the next meeting.

3. Museum: Landscaping Quotes

Town Planner Emily Lockhart shared that she has received 2 quotes for the landscaping at the Museum. She recommended that since the quotes were not comparable, she would like to have the holly trees removed in the immediate future and then bring the quotes for the rest of the landscaping to the August 31st work session for discussion. There was a discussion on how this would impact the lease with Haymarket Coffee Company. Ms. Lockhart stated that the removal of the holly trees could help the company because it would make the building more accessible. There was a directive for Ms. Lockhart to share with the Haymarket Garden Club that they are appreciated and to thank them for all their hard work.

4. Prince William County Railroad Tracks Resolution

Town Planner Emily Lockhart presented the revised resolution to the Town Council for approval.

Councilman Pasanello moved to accept Resolution: endorse Prince William County's application for the Route 15 Improvement with Railroad Overpass project to the Smart Scale Program for State Funding from the Commonwealth Transportation Board. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

5. Cares Act Options

Town Manager Chris Coon shared that he reached out to Prince William County to see how they dispersed the Cares Act Funds to businesses. Mr. Coon stated that they utilized Industrial Development Authority (IDA), which is a non profit that help facilitate the process. Mr. Coon continued by stating that he contacted IDA and that they were willing to work with the Town for a fee to cover their expenses. Mr. Coon also stated that he sent a survey out to the businesses to find out the need of the Town businesses. There was also a discussion on helping the residents of Haymarket. Mr. Coon shared that the IDA will only allocate the funds as the Town directs. Town Attorney Crim explained how the Town can allocate the funds from the Cares Act. It was the suggestion of Town Manager Coon for the Town Council to hire an admin person who can properly research and give recommendations on how to allocate the funds. A short

discussion followed on obtaining an admin person. Town Attorney Crim stated that the Town can only make the contributions to the IDA for the businesses or to the 501(C)(3) to the residents. He clarified that the Town can not make the distributions directly to the businesses or the residents. Mr. Coon stated that he will reach out to the local 501 (C)(3) organizations to inquire the type of services they are offering and bring that back at the next work session. There was a discussion on delaying the decision until the September regular meeting. Mayor Luersen suggested that the Council could hold a special meeting based on the Town Managers weekly report.

6. ARB By-Laws

Councilman Weir moved that the Town Council strike everything starting with the word Addendum on page 7 of 13 after Article 12 and adopt the By-Laws, Rules and Procedures for the Town of Haymarket Architectural Review Board as amended. The motion was seconded by Councilman Schneider. The motion carried by a roll call vote.

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

7. Priority List

Town Manager Chris Coon presented the updated priority list based on the ranking questionnaire distributed at the previous meeting. Mr. Coon explained and addressed the list and stated that the list can be re-evaluated in a few months.

8. Public Safety Purchases

Councilman Morris read the purchasing policy that is currently in place. Mr. Morris asked for a discussion and clarification for purchases of items from the police department in amounts over \$3000 but under \$10,000. Mr. Morris stated that the current policy reads that the Police Chief would need to get approval from the Town Manager if purchases were made in the amount of \$3000 even if it is in the budget. Mr. Morris asked if this policy was the intent of the Town Council. Discussion on the subject followed. Mr. Morris stated that he felt this policy was not clear and that it was not fair to the Police Chief. Town Treasurer Roberto Gonzalez shared that in other localities the Chief would present his request to the Town Manager for approval because generally the Treasurer is also involved for budget reasons. Mr. Gonzalez stated that this is a common practice in other localities. Police Chief Lands stated that he understood the policy and that he has abided by that policy in the past. Mr. Gonzalez confirmed that this as not so much as approval but coordination so that the funds are available for the Police Chief's purchases. No further discussion or action was taken.

VI. Department Reports

1. Town Manager Staff Reports

Town Manager Chris Coon went over some of the items on his reports. He shared a new link for the Town Council to take the FOIA training. Mr. Coon also shared that he is looking at shade options for the park. There was a question regarding the IT contract. Mr. Coon stated that he will have the proposed contractor come to the September meeting. There were questions on whether the current contractor could have access to everyone's email. Mr. Coon stated that since he had global access, the current contractor could read everyone's email. There were questions on IT security policy, confidentiality policy and file permissions. Mr. Coon answered those questions. Mr. Coon also informed the Town Council he will bring new IT proposals at the next work session.

2. Chief of Police Report

Police Chief Lands asked for questions on his monthly stats report. There was a question about tracking the out of town responses of the department. Chief Lands gave more detailed information on the responses outside of the town limits. Councilman Schneider encouraged the Council to schedule a ride along with an officer once the COV-ID restrictions are lifted. There were questions about time and cost involving the new law when an officer pulls over a vehicle, the time involved in the monthly reporting of the citations, and the requests for increased awareness that the department does house checks.

Police Chief Lands stated that, after listening to the work session and the discussion on budget cuts, he decided to cancel the order on the civil disturbance gear with the exception of the two

pepper ball guns. He stated that when it fits into his budget, he will possibly look at re-ordering those items. A discussion followed on the subject. Chief Lands also distributed a spreadsheet on line items he believes could be cut in order to meet the budget based on Councilman Weir's suggestions at the work session. The Council discussed the Chief's cuts.

Mayor Luersen asked Councilman Morris, the Police Department's Liaison, if he needed to add anything. Mr. Morris stated he did not have anything additional to report or discuss.

3. Town Treasurer Report

Town Treasurer Roberto Gonzalez shared with the Town Council that Sona Bank left the Town of Haymarket in June 2020. Since Sona Bank holds the Town's accounts and the loss of revenue through the Bank Franchise Tax, Mr. Gonzalez suggested that the Town move their funds from Sona Bank to The Fauquier Bank. Mr. Gonzalez shared some of the current rates being held at The Fauquier Bank. Mr. Gonzalez asked for the directive from the Town Council. Town Treasurer Gonzalez went over the monthly financials with the Town Council. The Council had some questions regarding the monthly report and particular line items.

2. Motion to move funds to The Fauquier Bank

Councilman Weir moved that the Council direct the Treasurer and the Town Manager to move forward with the transfer of all Town funds from The Sona Bank to The Fauquier Bank in a timely manner as possible. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

4. Town Planner Report

Town Planner Emily Lockhart gave updates on the Jefferson Street Pedestrian project. She shared that the work is not on schedule because a gas line needed to be relocated and gave the Council the estimated cost for the relocation. Town Manager Chris Coon provided additional information on the costs that may effect the Town's budget for the project. Mr. Coon stated that more detailed information will be provided at the next work session once the staff receives all the costs associated with the project from Columbia Gas.

Town Planner Lockhart shared some of the items from her report. She stated that the Architectural Review Board and Planning Commission met within the last month. Ms. Lockhart shared with the Town Council agenda items that each board considered. Ms. Lockhart shared that the ARB appointed a new chairperson, Sheridan King. She also shared that the Board considered a fence application and that Councilman Schneider gave the ARB some information regarding the By-laws. In addition, Ms. Lockhart shared that the Planning Commission appointed Matt Caudle as their chairperson. She stated that the Planning Commission did not consider the QBE proffer amendment application that was carried over from the June 29th joint public hearing. She shared that she had a meeting with the applicant and Chairman Caudle. She stated that the applicant asked to put the Special Use Permit application on hold at this time. At the meeting with the applicant, it was also decided to push the proffer amendment to a later date once the applicant provided additional information. Ms. Lockhart stated that the applicant had not provided the additional information requested at this time. Ms. Lockhart stated that since the proffer amendment has changed from the original application, a new public hearing will be required. Ms. Lockhart shared that she met with the Planning Commission liaison on this subject to determine if the Town Council should review, discussion and refer this to the Planning Commission to schedule a new public hearing date. There was a discussion on the subject. The directive from the Town Council was for staff to stick to the Town's Policy and Procedures in regards to applications and proper noticing after review. The Council stated that since the staff has not received the documents from the applicant, then they will not refer this to the Planning Commission for a public hearing notice. The Council asked the Town Attorney if this qualifies for a reset in time to make a decision since the original documents were accepted. Town Attorney Crim stated that the proffer amendment was changed after the advertisement occurred. He stated that the Town did not advertise what they now want. Mr. Crim suggested that either the applicant extend their request or the Planning Commission would need to make their recommendation within the 100 day time period, which is established in the State Code.

Minutes Acceptance: Minutes of Aug 3, 2020 7:00 PM (Minute Approval)

Councilman Weir, who is the Planning Commission liaison, stated that the Planning Commission is aware of the time frame.

Town Planner Lockhart finished her report by informing the Town Council that she received a one mile review from Prince William County. She also went over the Old and New Business from her report.

There was a question to Ms. Lockhart about the possibly of obtaining a building inspector to the Town payroll. Ms. Lockhart stated that at this time she felt the job is being done very well and appropriate records are being kept at the County level. A short discussion followed on the subject.

Mayor Luersen asked if Councilman Schneider, the ARB Liaison, or Councilman Weir, the Planning Commission Liaison, had anything additional to report. There was no additional reporting from either liaison.

5. Town Engineer Report

Town Planner Emily Lockhart gave the Town Engineer's report.

6. Town Attorney Report

Town Attorney Martin Crim gave a report on projects that he is working with staff on. There was a discussion on the other boards taking and completing the FOIA training that was required by the Town Council. Mr. Crim stated that he thought it would be advisable but not required for all boards to take the training.

VII. Councilmember Time

1. Bob Weir

Councilman Weir did not have anything additional to report.

2. Joe Pasanello

Councilman Pasanello did not have anything additional to report.

3. TracyLynn Pater

Vice Mayor Pater thanked Chief Lands for meeting with her. Vice Mayor Pater expressed her excitement about the Business Roundtable resuming. She stated that she hopes to get a lot of input from the businesses and to keep that communication going. Finally, Ms. Pater shared with the Council that the staff organized a town clean up day in the near future and encouraged Council participation.

4. Marchant Schneider

Councilman Schneider started a disclosure policy by informing the Town Council that he met with Haymarket Property Group on the discussion of the QBE business park application. He also stated that he and Mayor Luersen met with Don Wotton, Crossroads Village property owner, to discuss possible business opportunities on that property. He also stated that he briefly talked with Ryan Morgan on the Haymarket Hotel Venture project. Mr. Schneider stated that he would like to meet with Councilman Weir on the land use policies.

5. Steve Shannon

Councilman Shannon stated that he would not apologize for his passion about the police department. However, he would like to formally apologize to the Town Treasurer for his statements to the Treasurer at the last meeting.

6. Chris Morris

Councilman Morris thanked the staff and the police chief for their hard work this past month with the transition and flexibility. Mr. Morris also thanked his fellow Council members for the lively discussions.

7. Ken Luersen

Mayor Luersen addressed the community by stating that he is re-addressing the communication channels to get the word out to them. Mayor Luersen thanked the Vice Mayor for taking on that responsibility.

VIII. Closed Session - As Needed

1. Enter into Closed Session

Councilman Weir moved to enter into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(8) specific legal matters requiring advice of counsel; specifically consultation regarding public records with legal counsel. Councilman Pasanello seconded the motion. The motion carried.

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

2. Certification

Councilman Weir moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

3. Directive of Council

Councilman Weir moved that Town Council directs the Town Manager to proceed as directed with respect to emails and electronic files.

IX. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

 Kim Henry, Clerk of the Council

 Ken Luersen, Mayor

Minutes Acceptance: Minutes of Aug 3, 2020 7:00 PM (Minute Approval)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: September 1, 2020
SUBJECT: IT Security and Contractor

Background:

Town Council approved a Task List at the August Regular Meeting that had IT Security and IT Contractor as two of the three top priority items. Staff has met with The Computer Doctor to inspect our system to recommend updates or changes to increase security as discussed by Town Council and a quote to provide those updates or changes. At the August work session Town Council had the opportunity to meet with The Computer Doctor. Staff has sent his contract to the Town Attorney for review and that will be discussed at the Town Council Meeting.

Fiscal Impact

This contract is \$475 per month, the annual base price would be \$5,700.
The current FY21 Budget Line Items impacted for this service would be the following:
1211016 - Computer, Internet & Website Services - \$23,650
3110032 - Computer, Internet & Website - \$14,000

Staff Recommendation:

Staff recommendations entering into a contract with The Computer Doctor for IT Services and Security utilizing current budgeted funds.

Draft Motion:

"I move the Town of Haymarket enter into a Contract with The Computer Doctor for IT Services pending approval from Town Attorney"

AND

"I move to authorize Town Staff move forward with recommendations from The Computer Doctor for Town Hall IT Security with a not-to-exceed amount of \$10,000"

OR

Other action deemed appropriate by Council.

Attachment: IT Security and Contractor Memo (4655 : IT Proposal)



Designing, Deploying and Managing Network Solutions for Businesses Since 1999

Agreement to Provide IT Managed Services

The Computer Doctor, LLC an information technology (IT) services firm in Lake Ridge, Virginia, hereinafter referred to as “We”, agree to provide computer and network support services for Town of Haymarket of Haymarket, Virginia, hereinafter referred to as the “Customer.”

Description of Computer and Network Support Services:

1. We will provide Customer with technical support, onsite and online Internet support services, scheduled maintenance of computers, mobile devices, servers and other network equipment as noted : _____ All services will be performed by certified, licensed and insured engineers, technicians and related personnel.
2. **Hours for Support Services:** Services shall be performed **Monday through Friday** during the normal business hours of **9 am to 5 pm**. While We agree to make our best effort to respond to emergency service requests outside of these hours, response is NOT guaranteed.
3. **Support Services Response Time** is defined under three categories:
Priority One response is for a critical emergency as We define, such as Customer unable to access server (also known as “server down”) or other major issues that affect Customer’s computer and network environment. We will dispatch personnel or remotely address Priority One issues **within 4 hours** of Customer’s request provided said request is made **before 12 pm** during normal business hours.
Priority Two response is for important, but non-emergency service as We define, such as issues that only impact an individual user or computer. We will dispatch personnel or remotely address Priority Two issues with 48 hours.
Priority Three response is for maintenance as We determine is necessary to properly maintain hardware and software and is done on an advance notice scheduled basis and may be done remotely.
4. **Remote Monitoring** monitors system health 24x7 and provide proactive response for server loss of functionality and maximize uptime.
5. **Remote Backup** protects Customer’s critical data. We schedule encrypted data backups that are transmitted over the Internet to an off-site, secure location.

Pricing:

1. Minimum charge for onsite service is two hours. Minimum charge for remote or online support is one hour.
2. All pricing reflects monthly prepayment by Customer.
3. Services performed under Priority One, emergency or outside normal business hours (excluding Priority Three service) are charged 1.5 times regular pricing.
4. Hardware and software, that We provide will be invoiced upon completion of necessary repairs and upgrades and are due upon receipt.
5. Hours not used during calendar Monthly plan will be rolled over into following month and are valid for one month only.

Agreement to Provide IT Managed Services

Service Offerings	Computer Doctor IT Managed Services Client
Monthly Managed IT Services Program	\$475
IT Support Hours Included Per Month	3
Hourly Rate For Additional Support Over Included Hours	\$105
Travel Charges	included
24x7 Proactive Server Monitoring	Included (first server) \$99 / month each additional server
Remote Backup of Server Data	Included
Priority One Same Day Emergency Response	Included
CIO level IT Consultations and Strategic Planning	Included

Attachment: Managed IT Services Agreement Computer Doctor and Town of Haymarket (4655 : IT Proposal)

Time Period and Payment Terms for Agreement: This Agreement shall remain in effect for one year and automatically renews annually until terminated. To activate Agreement, Customer agrees to pay, in advance, the Monthly Managed IT Services Program Cost and any additional charges for other services as agreed by both parties. Each month thereafter Customer will receive an invoice for \$475 and for any additional labor, hardware or software charges incurred during previous month. Failure to remit payment within 14 days will result in automatic termination of this Agreement and Customer will return to non-Contract hourly rate.

Data Backup Disclaimer: Because of the nature of the backup and IT services rendered and the system as a whole, it is impractical and extremely difficult to fix the actual damages, if any, which may result from failure on the part of The Computer Doctor, LLC to perform its responsibilities under this contract. Customer does not desire this contract to provide full liability for loss, damage or injury due directly or indirectly to occurrences, or consequences there from, which the backup service or system is designed to deter or avert. In the event The Computer Doctor, LLC should be found liable for loss, damage or injury due to a failure of the equipment or services provided under this Agreement or the equipment in any respect, its liability shall be limited to \$250.00, as the agreed upon liquidated damages and not as a penalty. Such liquidated damages is the exclusive remedy for any failure of services or equipment, and the provisions of this paragraph shall apply if loss, damage or injury, irrespective of cause or origin, results directly or indirectly to a person or property from the performance or nonperformance of any obligation of The Computer Doctor, LLC from negligence, active or otherwise, of The Computer Doctor, LLC, its agents or employees. It is intended and expressly agreed that the purpose of the preceding provisions is to set an upper limit to the amount recoverable by Customer and to fix liability of The Computer Doctor, LLC at a specific sum of \$250.00. If Customer desires additional liability coverage, it shall be his responsibility to secure it from an insurance carrier or other agency of his choice, at his own expense.

Agreement to Provide IT Managed Services

Termination of Agreement: Either party may terminate this Agreement at any time provided a thirty (30) day written notice is provided. Hours credited or unused from previous months (as described in Pricing section Page One, Number 5) are non-refundable. Both parties agree to hold each other harmless in the event of accident, injury and/or damages to persons and/or equipment that result directly or indirectly from services being performed in fulfillment of this Agreement.

For The Computer Doctor, LLC

For Town of Haymarket, Virginia

Signature of Authorized Agent

Signature of Authorized Agent

Print Name and Title

Print Name and Title

Date: ____/____/____

Date: ____/____/____

Attachment: Managed IT Services Agreement Computer Doctor and Town of Haymarket (4655 : IT Proposal)



Designing, Deploying and Managing Network Solutions for Businesses Since 1999

Town of Haymarket Server Proposal



Attachment: TOH First Server (4655 : IT Proposal)

Date: July 23, 2020

Customer: Town of Haymarket

Contact: Chris Coon

Background: Customer has SAN for network storage and has requested a quote for a server based shared file system with regular backups to allow to document retrieval and avoid data loss by deletion.

Solution: A “modest” Dell PowerEdge Tower Server running Windows Server 2019 that meets or exceeds minimum requirements for domain controller security and user document file sharing needs. Existing user data will be transferred. Project will be performed in FOUR stages: Ordering of Equipment; Pre-Installation Inventory and Maintenance of Desktops; New Server Setup and Data Transfer; Joining Client Desktops and User Testing.

STAGE ONE: Ordering of Equipment

- Planning and configuration of hardware purchase and coordination of implementation.
- Ordering of equipment by with customer’s Dell account or credit card: Dell PowerEdge Server (outlined in Dell proposal)

STAGE TWO: Pre-Installation Inventory and Maintenance of Existing PCs and Server

- Onsite visit for engineer to review network topology, desktop and server settings, IP subnet range and physical environment.
- Perform desktop inventory and maintenance including discovery of any non-standard configurations or potential problems.
- Run security and health check of all systems.
- Run backup of existing data to secondary device.

STAGE THREE: New Server Setup and Data Transfer / Network Equipment Install

- Installation of Windows 2019 Dell Server, domain network, GPO, security profiles per Microsoft approved required specifications.
- Migrate all data form SAN and local user document folders to server.
- Set up folder redirection and previous versions to protect against deleted files
- Install and configure local device AND remote backup software for nightly backups.

STAGE FOUR: Joining Client Desktops and User Testing

- Set up and join to domain all (approximately 10) PCs
- Remap user documents folder to server.
- Onsite follow-up for user testing and training.

Cost Estimates

- 1) Hardware Costs: @ \$3,841.00
- 2) Project Installation Services Fixed Fee by The Computer Doctor @ \$2835.00
- 3) Additional services not described in Scope of Work will be invoiced at \$125.00 per hour.

Terms and Conditions:

The Computer Doctor’s agents and/or contractors will perform the work described above with work to commence upon a mutually agreeable date.

- 1) Hardware Costs: Payable directly to Dell, by prepaid check, credit card or terms
- 2) Project Installation Services: Fifty percent upon commencement of project (\$1417.50) with balance due day of completion.
- 3) Additional work required (pending client approval) will be invoiced and due upon receipt.

Both parties agree to hold harmless for accident, damages or injury except in the event of gross negligence by either party. Signatory below agrees these terms are acceptable:

For Town of Haymarket

Authorized Signature

Print Name and Title

(Please return a signed copy with payment for work scheduling to occur)

Dell Server Specifications

PowerEdge T340
Windows Server 2019 Essentials
16GB Memory
2TB of storage redundant RAID 5 (three internal hard drives)
Intel Xeon 3.6Ghz
4-year hardware warranty included NBD onsite
USB backup drive



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: September 1, 2020
SUBJECT: Coronavirus Relief Fund Allocation

Background:

The CARES Act allocated funding for state and local government based on U.S. Census population estimates, including towns. Prince William County has been notified they would receive \$41,034,915 allocated share of Coronavirus Relief Fund from the Commonwealth of Virginia. The funding received from the state included funding intended for the Towns. The Town of Haymarket's portion of that calculated amount will be \$147,726. The Town has received that portion of the CARES Act funding. In previous meetings Town Staff was tasked with identifying the need of Town Businesses and Town Residents if possible. Council also discussed hiring an expert to assist with moving forward with CARES ACT programs. Miles Friedman came and spoke to his resume and how he could assist the town. Town Staff has also provided a list of items with recommendations of how we should utilize this funding to assist those we are able. This item is for discussion of entering into a contract with Miles Friedman presented by Town Staff as well as ideas from Town Council.

Fiscal Impact

This contract is for \$16,000 and will be terminated December 31, 2020.
This contract will be funded by the CARES Act allocation.

Staff Recommendation:

Staff recommends entering into a contract with Miles Friedman for Consulting work to focus CARES Act allocations to the following:

- Rent/Mortgage Relief Organizations
- Nonprofits with established COVID-19 Programs
- Local and Regional Food Pantries
- Items to assist local businesses operate

Attachment: CARES Act Contractor Memo (4657 : Cares Act Relief Fund)

Draft Motion:

"I move the Town of Haymarket enter into a Contract with Miles Friedman for CARES Act Consulting pending approval from Town Attorney"

OR

Other action deemed appropriate by Council.

Facilitating Resiliency Opportunities in Haymarket: Utilizing Cares Funds to help Haymarket Businesses and Citizens

Submitted by Miles Friedman
miles.friedman1@verizon.net
(703) 881-2607

August 7, 2020

Executive Summary

Job One: Identify and promote existing resources, such as the Prince William County Small Business Grant Program, the SBA loan, forgivable loan and grant programs, and regional or private support programs (e.g., the Suntrust/Truist grants). It is challenging to assess the degree of awareness and level of understanding that businesses and citizens have about federal, state, regional, and private resources.

Job Two: Craft local programs that supplement and complement existing programs. This can mean anything from adding on to SBA loans to filling gaps being overlooked by existing large-scale programs. The very smallest, or micro businesses, who may need assistance the most are also those most likely to miss out on government programs administered in Washington or Richmond. This time of businesses opening, reopening and/or aspiring to return to more “normal” levels of operation is especially challenging. Furthermore, individuals missing mortgage or rent payments due to layoffs or downsizing may not be aware of how or where to seek help.

Job Three: Develop and implement local programs in a manner that addresses the audience most in need without over extending government capacity. This requires spending time with local businesses, community leaders, and key not-for-profit agencies to more fully understand their needs, and the needs of those they serve, in order to help build viable, well targeted programs that will assist them in making and implementing good decisions.

Job Four: Work with local government leaders, bankers, and community leaders to make the planned programs operational. This needs to include close collaboration with county officials, the local Small Business Development Center and others who work with small businesses and impacted individuals to coordinate the delivery of resources.

Job Five: Determine whether, and how, support for local residents might dovetail with support for businesses in a manner that can utilize available resources, such as Cares Act allocations.

Introduction and Overview

Miles Friedman, a 42-year economic and community development veteran, proposes to assist the Town of Haymarket in reaching out to the business community, not-for-profit groups, and other community leaders in order to develop an effective support mechanism funded by the recent Cares Act allocation. The Prince William County COVID-response grant fund is still available, as are some of the SBA forgivable loans. This time of transition will push business and individual resources to their limits.

The challenge is to identify a viable program for the Town of Haymarket that can supplement, complement or gap-fill to help spur the resiliency of its local business community and those individuals impacted by COVID-19. Various approaches are being tried in the region, fueled by state and local allocations of Cares Act funding. Places like Purcellville have launched programs that send vouchers out to taxpayers, which can be spent at eateries and retail stores that sign up for the program. Towns like Warrenton have mounted grant programs aimed at the smallest of local businesses to provide a bridge to more normal operations. The PATH Foundation has emphasized support grants for not-for-profit groups who aid recently unemployed citizens meet basic human needs including shelter, food, and utilities.

Government alone cannot solve everyone's problems. Identifying partners and building relationships is the way to bolster the impact of government in general, and the Cares Act funding in particular. In this regard, Friedman would build on his long history of facilitating partnerships with educational institutions, business associations, banks, multiple communities, regional agencies, not-for-profit foundations, and service organizations to amplify Haymarket's efforts.

The first step would be to spend time with local government leaders to assess their vision for the Town's role in helping to sustain local businesses and the working population, and how to be a catalyst in the rebirth and growth of firms and individuals that have struggled.

Simultaneously, interviews should be conducted with local businesses of various types to gather further input of what they most need in order to find workable pathways to successful operations and to help make their businesses resistant to future disruptions that may be caused as flu season, and possible COVID-19 surges, coincide this Fall and Winter.

Businesses that are currently operating comfortably may be gaining momentum from the surge in spending that accompanies the reemergence of customers. However, rising virus rates, and the approach of flu season, may add to the economic stall that has already begun to slow that momentum in various places. Another area of concern, with the move to virtual learning options and the increasing tendency of companies to allow more employees to work from home, is the potentially substantial dent in the all important "lunch crowd" revenue that sustains many eateries and shops.

Priorities for the "Haymarket Viability Project" would therefore include: insuring that Haymarket residents and workers are able to meet their basic human needs; augmenting the capacity of not-for-profit agencies to sustain individuals and businesses; and enhancing the capabilities of local businesses to withstand future economic disruptions.

Action Plan

Proposed first phase steps:

- Meetings, either virtual or in person, with the Town Manager and key staff
- Interviews, either virtual or in person, with the Mayor and members of the Town Council
- Discussions, virtual and/or in person, with local business owners
- Discussions, virtual and/or in person with leaders of not-for-profit groups aiding impacted workers to afford shelter, food, utilities, and other basic needs
- Review of successful programs in neighboring localities
- Meetings with Christina Winn and her staff to explore the impact of county business relief programs and how a Haymarket program might best amplify the resources available to businesses
- Meeting with the Small Business Development Center at the George Mason University Prince William Campus to review local utilization of federal resources
- Further review of Cares Act allocation guidelines, which specifically allow for business assistance programs, to insure that Haymarket gets maximum mileage out of those limited resources
- Finding creative solutions that would provide support to impacted workers

- Review of ways in which Cares Act funds could also help sustain homeowners and consumers (for example, the voucher program in Purcellville helps expand the spending power of local residents, who then can spend those vouchers in local establishments)
- Developing a marketing program around the Virginia Travel and Tourism Corporation's encouragement to get the word out that local businesses are open for business and maintaining a safe environment by following CDC guidelines.

Proposed second phase steps:

- Program design, including objectives and performance indicators
- Development of necessary materials (e.g., vouchers, grant agreements)
- Crafting program guidelines regarding eligibility, permitted uses, selection criteria, if applicable
- Preparation of a program budget
- Setting a calendar for program timeline through the end of the calendar year
- Program launch
- Ongoing coordination with the Town Manager
- Publicizing the program through the media, community leaders and organizations, such as the Haymarket/Gainesville Business Association
- Use of social media
- Outlining a community marketing plan
- Develop a Resource Guide that can direct businesses and individuals to resources, public and private, that can help them

Proposed third phase steps:

- Obtaining feedback from participating local businesses
- Meetings with key not-for-profit groups who can provide feedback on program impact
- Monitoring and record keeping
- Preparation and presentation of reports to the Mayor and Council
- Presentation of a report to the Town Manager and Council on the perceived effectiveness of the program
- Final assessment of the tool or tools used as means of contributing to the vitality of local businesses

Management and Cost

It is proposed that the Town of Haymarket enter into a consulting agreement with Miles Friedman who, in his tenure, has completed work at the national, state, and local levels. His jobs have included: 25 years of leadership of a national economic development organization; launching and leading several successful not-for-profit economic development groups; and serving seven successful years leading the Department of Economic Development in Fauquier County, Virginia, where he continues to serve as a consultant. In addition to his regular duties in Fauquier County, Friedman led the County's response to the business and workforce impacts of the COVID-19 crisis. Friedman also worked with other communities along the Virginia Piedmont and in Northern Virginia to collaborate regionally on relieving business impacts of COVID-19 and on developing strategies for supporting the reemergence of local businesses.

Friedman has conducted numerous engagements in Virginia, including several in Northern Virginia; among others, he developed economic development strategies for the Town of Herndon and the City of Manassas. He has also worked closely with state, federal, and private organizations in support of economic development in Virginia.

Friedman proposes to commit 20 hours per week to this effort in Haymarket at \$45/hour. For 20 hours per week, Friedman would receive \$900 per week, billed monthly. Assuming that the engagement would begin September 1, and conclude on December 31, that would amount to roughly 18 weeks, for a total cost of \$16,200. Alternatively, the engagement could be paid in three equal payments of \$5,000, on a fixed price basis, for a total of \$15,000.



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: August 23, 2020
SUBJECT: Appointment of Charter Employees

Background:

The Haymarket Town Charter sets forth requirements for the appointment of certain employees at the Council's first regular meeting in September. Article III, § 1 of the Charter reads:

Article III, § 1 Haymarket Town Charter

(13) Treasurer-Generally. There shall be appointed by the council at its first meeting in September, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two (2) years. The council may provide a salary for the treasurer. He shall give such bond, with surety and in such penalty as the council prescribes. He shall receive all money belonging to the town and keep correct accounts of all receipts from all sources and of all expenditures of all departments. He shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

(16) Clerk. There shall be appointed by the council, at its first regular meeting in September after its election, a clerk of the council, who shall hold office at the pleasure of the council. He shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. He shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. His compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

(17) Chief of police. There shall be appointed by the council at its first regular meeting in September or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. His duties shall be such as the council prescribes. He shall be vested with the powers of a conservator of the peace. His compensation shall be fixed by the council.

Draft Motion:

1.) *Pursuant to Article III, § 1 (13) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer*

AND;

Pursuant to Article III, § 1 (16) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk.

AND;

Pursuant to Article III, § 1 (17) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Kevin Lands as the Haymarket Chief of Police.

OR

2. Alternate Motion



Town Council Pay Structure Policies

Policy # 2020-09-08

Policy 2020-09-08 amends Policy 2014-09-02-2 to hereby follow the guidelines below in regard to compensation:

All elected and appointed officials who are paid by the meeting will only be able to be paid for no more than three meetings a calendar month. All work sessions and regularly scheduled meetings that occur on the same calendar day will be considered one meeting in regards to compensation.

The Mayor of the Town Council will receive \$125 per meeting. All other members of the Town Council will receive \$100 per meeting. The Mayor of the Town of Haymarket will also receive a \$500 per month stipend.

The Chairperson of the Planning Commission, Architectural Review Board, and Board of Zoning Appeals will receive \$100 per meeting. All other members and the Town Council liaisons for such committees will receive \$60 per meeting.



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Week of August 03 to August 07, 2020

Administration

- Meetings
 - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with PWC regarding CARES ACT (Chris)
 - Met with Individual regarding CARES ACT Staffing (Chris)
 - Met with Vice Mayor (Emily)
 - Met with Potential IT Contractor (Chris)
 - Met with Painters for Quote (Chris)
 - Met with PWC Director of Parks and Recreation (Emily and Chris)
 - Met with 2 individuals regarding leasing space from the Town (Chris)
 - Held Haymarket Hotel Venture Preconstruction Meeting (Emily and Chris)

- New Items/Businesses
 - No New Business
 - Updated Town Council Task List
 - Sent Town Council updated FOIA Training Link
 - Sent Emails to Non-Profits in Town
 - Trying to Schedule Meeting with PWC Elections
 - Responded to Citizen questions with Mayor
 - Completed Tenant Walk-through on 8/3
 - Completed Business COVID Survey and Emailed the link out

Town Staff

- Discussed QBE Proffer Amendment with Applicant
- Had Contractor Inspect issue at Park Building
- Held Town Council Meeting
- Completed and Mailed Newsletter
- Started on July Town Council Meeting Minutes
- Started process to move funds from SONA Bank to The Fauquier Bank
- Held Hilton Hotel Venture Preconstruction Meeting
 - Scheduling Groundbreaking Ceremony

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
08/07/2020	Republic Service	Trash Service July & August	\$14,164.36



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Week of August 17 to August 21, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held Planning Commission Meeting (Emily and Chris)
 - Held Architectural Review Board Meeting (Emily and Kim)
 - Met with Town Attorney (Chris)
 - Met with Individual regarding CARES ACT Staffing (Chris)
 - Met with Vice Mayor (Emily)
 - Met with Van Metre (Emily and Katie)
 - Met with Potential IT Contractor (Chris)
 - Met with PWC Director of Elections (Chris)
 - Met with Finance Liaisons (Roberto and Chris)

- New Items/Businesses
 - No New Business
 - Updated Town Council Task List
 - Scheduled Meetings with Non-Profits in Town
 - Worked on Repairs to Park Building Ceiling
 - Executed Agreement with Colombia Gas of Jefferson Street Project
 - Inspected and resolved Copper Cricket HVAC issue with Councilman Morris
 - Scheduled Potential IT Contractor to come to Work Session
 - Moved Tenant from Copper Cricket Building to 2nd floor of Town Hall
 - Finalized Lease Agreement with Haymarket Coffee
 - Jefferson Street Project Paving Completed on Walking Path

Town Staff

- Held Planning Commission and Architectural Review Board Meetings
- Jefferson Street Pedestrian Improvements Project VDOT Audit
- Updated Museum Displays
- Created Business Roundtable Flyer
- Coordinated tree removal at Museum
- Site Plan and GDP Reviews

- Completed Town Council Meeting Minutes
- Created appointment for Councilman Morris and Nonprofit Staff
- Prepared Draft Agenda for Work Session and Regular Meeting
- Processed Accounts Payable and Receivable
- Continued Work on FY20 Audit
- Preparing Draft Budget Amendments for 1st Quarter Amendments

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
08/21/2020	Rinker Design Associates	Pedestrian Project (reimbursable)	16,266.05
08/18/2020	Columbia Gas	Pedestrian Project (reimbursable)	15,280.50
08/14/2020	Vanderpool, FRO stick & Nis	Legal Service	7,772.79

Attachment: Manager's Report 81720 (4629 : Town Administrator Staff Reports)



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Week of August 24 to August 28, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Individual regarding CARES ACT Staffing (Chris)
 - Met with Data Center Representative (Emily, Councilman Weir, and Chris)
 - Met with Vice Mayor (Emily)
 - Met with Non-Profits in Town (Chris)
 - Old School Kitchen
 - Haymarket Church
 - Haymarket Food Pantry
 - Met with Finance Liaisons (Roberto, Chief, and Chris)

- New Items/Businesses
 - No New Business
 - Updated Town Council Task List
 - Worked on Repairs to Town Buildings
 - Scheduled Potential IT Contractor and CARES ACT Contractor to come to Work Session

Town Staff

- Completed Planning Commission and Architectural Review Board Meeting Minutes
- Created and Posted Town Council Work Session Agenda
- Prepared for Town Council Work Session
- Updated Museum Displays
- Site Plan and GDP Reviews
- Prepared Draft Agenda for Work Session and Regular Meeting
- Processed Accounts Payable and Receivable
- Continued Work on FY20 Audit
- Preparing Draft Budget Amendments for 1st Quarter Amendments

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
08/28/2020	Christopher Consultants	Engineering	8,114.27
08/28/2020	Signature Public Funding	PD Vehicles	15,796.19

Attachment: Manager's Report 82420 (4629 : Town Administrator Staff Reports)



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Luersen and Council Members
 From: Chief Lands
 Date: 8-20-2020
 Subject: Monthly Report for August 2020

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	8	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1116	Various
Out of Town Calls for Service	12	Various
Traffic Summons	32	Speeding, Suspended, Reckless, etc.
Traffic Warnings	67	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	853	All Town Businesses

Points of Interest:

Attended DMV Grant Workshop
 Flags for Hero's Event
 Advantage Landscaping Larceny

Attachment: Monthly Council Report August 20 PD (4630 : Chief of Police Report)



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

Roberto Gonzalez
 Town Treasurer

TREASURER'S REPORT
 TOWN COUNCIL REGULAR MEETING
 September 8, 2020

Highlights:

- The financials attached actuals as of August 24, 2020, going forward the reports in our monthly work sessions and Council meeting will reflect that most up to date information, unlike the past years where the reports were a month behind from the agenda packet.
- Worked with Accountants on preparation for the annual audit on August 20th 2020
- The annual audit will begin the week of November 9th 2020 onsite at Town Hall
- Submitted Pedestrian Improvement (Jefferson St) project reimbursement forms for the work completed as of July 2020
- New Town bank accounts have been established with The Fauquier Bank and will begin the process of transferring funds over from SONA bank to Fauquier Bank.
- Received Insurance reimbursement from Able Moving Company's insurance carrier for damaged light pole at the corner of Dogwood Park Lane & Blight.
- The Town Manager, Finance Liaisons, and Treasurer have worked on a proposed budget amendment for November 2020 to the existing Town budget to reallocate funds within the current budget and appropriate the additional Laney detail revenues and CARES Act funds.
- Tentatively, November 9th 2020 is that date we will have the auditor onsite at Town Hall to begin the audit review process

Town of Haymarket
Statement of Net Position
As of August 24, 2020

	Aug 24, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,522,899.07
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	329,868.22
Total Checking/Savings	1,852,822.89
Accounts Receivable	
12000 · Accounts Receivable	248,738.27
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	248,548.49
Other Current Assets	
11499 · Undeposited Funds	15,434.12
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-91,259.01
Total Current Assets	2,010,112.37
Fixed Assets	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,745,792.94
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	7,878,952.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	45,097.79
Total Accounts Payable	45,097.79
Credit Cards	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	162.42
20042 · PD Credit Card - SONA 0277	-8,468.35
Total Credit Cards	-8,395.87
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	988.03
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	37,823.00
Total Other Current Liabilities	60,015.05
Total Current Liabilities	96,716.97

Attachment: Treasurer Report for 09.08.2020 (4632 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of August 24, 2020

	Aug 24, 20
Long Term Liabilities	
20080 · Accrued Interest Payable	9,621.55
23000 · Accrued Leave	26,892.84
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
	1,182,457.03
Total Long Term Liabilities	
Total Liabilities	1,279,174.00
Equity	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	2,024,746.34
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,747,060.14
33000 · Amt Long Term Obligations	-1,040,975.23
Net Income	-117,350.94
	6,599,778.31
Total Equity	
TOTAL LIABILITIES & EQUITY	7,878,952.31

Attachment: Treasurer Report for 09.08.2020 (4632 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through August 24, 2020

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	533.70	375,326.00	0.14%	
3110-02 · Public Service Corp RE Tax	0.00	13,209.00	0.0%	
3110-03 · Interest - All Property Taxes	26.07			
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	559.77	389,535.00	0.14%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	12,000.00	0.0%	
3120-02 · Business License Tax	2,816.57	154,376.00	1.82%	
3120-03 · Cigarette Tax	12,659.57	134,000.00	9.45%	Collections up to July 31, 2020 Meals Tax
3120-04 · Consumer Utility Tax	12,718.21	158,000.00	8.05%	Collections up to July 31, 2020 Meals Tax
3120-05 · Meals Tax - Current	67,098.56	743,876.00	9.02%	Collections up to July 31, 2020 Meals Tax
3120-06 · Sales Tax Receipts	0.00	129,376.00	0.0%	
3120-07 · Penalties (Non-Property)	865.90			
3120-08 · Interest (Non-Property)	24.06			
Total 3120 · OTHER LOCAL TAXES	96,182.87	1,331,628.00	7.22%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	275.00	4,500.00	6.11%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	136.00	1,900.00	7.16%	
3130-05 · Other Planning & Permits	700.00	25,000.00	2.8%	
3130-06 · Pass Through Fees	1,268.60			
Total 3130 · PERMITS,FEES & LICENESES	2,379.60	46,400.00	5.13%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	3,642.92	50,000.00	7.29%	Collection up to July 31, 2020
Total 3140 · FINES & FORFEITURES	3,642.92	50,000.00	7.29%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	358.50			
3150-03 · Interest on Bank Deposits	2.12	10,000.00	0.02%	
Total 3150 · REVENUE - USE OF MONEY	360.62	10,000.00	3.61%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	7,184.00	11.53%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	1,657.37	6,792.50	24.4%	
3151-04 · Suite 210 LF Security	1,717.34	10,433.00	16.46%	
3151-06 · Suite 204 MAC-ISA	1,120.00	6,720.00	16.67%	
3151-07 · Haymarket Church Suite 206	8,392.44	33,570.00	25.0%	
3151-08 · 15020 Washington Realty	0.00	32,937.50	0.0%	
3151-09 · 15026 Copper Cricket	3,578.40	20,851.00	17.16%	
3151-11 · Cupcake Heaven and Cafe LLC	5,359.00	32,797.00	16.34%	
3151-12 · Haymarket Coffee Company LLC	200.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	22,852.88	151,285.00	15.11%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	23.00			
3160-01 · Public Safety				
3160-05 · Laney Detail	23,800.00			
Total 3160-01 · Public Safety	23,800.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	23,823.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	21,528.57	80,000.00	26.91%	
Total 3165 · REVENUE - TOWN EVENTS	21,528.57	80,000.00	26.91%	
3180 · MISCELLANEOUS				
3180-01 · Citations & Accident Reports	0.00	1,000.00	0.0%	
Total 3180 · MISCELLANEOUS	0.00	1,000.00	0.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-04 · Car Rental Reimbursement	0.00	6,500.00	0.0%	
3200-05 · Communications Tax	8,627.32	117,000.00	7.37%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

Attachment: FY2021 Actuals vs Budget Report with Comments 08.24.2020 (003) (4632 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through August 24, 2020

	Actuals	Budget	% of Budget	Comments
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.68%	
3200-14 · Pedestrian Improvement Grant	0.00	89,571.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	28,554.50	264,746.00	10.79%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	0.00	6,000.00	0.0%	
3300-06 · CARES Act Funds	147,726.00			Cares Act Funds
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	147,726.00	6,000.00	2,462.1%	
3500 · Reserve Funds For CIP	0.00	270,000.00	0.0%	
	347,610.73	2,600,594.00	13.37%	
Gross Profit	347,610.73	2,600,594.00	13.37%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	5,000.00	0.0%	
111002 · FICA/Medicare	258.19	2,000.00	12.91%	
111003 · Meals and Lodging	0.00	2,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	3,375.00	32,100.00	10.51%	
Total 11100 · TOWN COUNCIL	3,633.19	41,350.00	8.79%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	45,106.15	280,830.00	16.06%	
1211003 · Salaries/Wages - Part Time	1,368.00	25,000.00	5.47%	
1211004 · FICA/Medicare	3,972.77	24,257.00	16.38%	
1211005 · VRS	4,439.41	35,070.00	12.66%	
1211006 · Health Insurance	4,861.32	49,195.00	9.88%	
1211007 · Life Insurance	485.76	3,852.00	12.61%	
1211008 · Disability Insurance	279.04	2,631.00	10.61%	
1211009 · Unemployment Insurance	301.20	2,800.00	10.76%	
1211010 · Worker's Compensation	256.00	400.00	64.0%	
1211011 · Gen Property/Liability Ins.	14,123.00	15,000.00	94.15%	Front loaded cost to Town
1211012 · Accounting Services	90.28	8,000.00	1.13%	
1211014 · Printing & Binding	824.59	12,000.00	6.87%	
1211015 · Advertising	0.00	12,000.00	0.0%	
1211016 · Computer, Internet & Website Svc	869.75	23,650.00	3.68%	
1211017 · Postage	806.78	4,000.00	20.17%	News letters were mailed
1211018 · Telecommunications	870.16	7,500.00	11.6%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	0.00	6,000.00	0.0%	
1211021 · Convention & Education	1,440.00	10,000.00	14.4%	
1211022 · Miscellaneous	0.00	1,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	1,291.65	16,000.00	8.07%	
1211025 · Office Supplies	85.81	6,500.00	1.32%	
1211026 · Equipment Rental	679.14	4,075.00	16.67%	
Total 12110 · TOWN ADMINISTRATION	82,150.81	550,760.00	14.92%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	4,504.19	70,000.00	6.44%	
1221002 · Legal - Pass Through Fees	1,268.60			
Total 12210 · LEGAL SERVICES	5,772.79	70,000.00	8.25%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	91,556.79	678,110.00	13.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	63,428.52	419,405.00	15.12%	
3110003 · Salaries & Wages - OT Premium	2,934.18	34,000.00	8.63%	
3110004 · Salaries & Wages - Holiday Pay	2,235.12	17,000.00	13.15%	
3110005 · Salaries & Wages - Part Time	3,315.00	20,000.00	16.58%	
3110007 · Salary & Wages - DMV Grant	2,163.60			

Attachment: FY2021 Actuals vs Budget Report with Comments 08.24.2020 (003) (4632 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through August 24, 2020

	Actuals	Budget	% of Budget	Comments
3110008 · Salaries & Wages - Laney Detail	22,620.00			
3110020 · FICA/MEDICARE	6,764.01	36,397.00	18.58%	
3110021 · VRS	5,658.15	45,816.00	12.35%	
3110022 · Health Insurance	8,624.16	56,057.00	15.39%	
3110023 · Life Insurance	702.48	5,652.00	12.43%	
3110024 · Disability Insurance	294.66	2,000.00	14.73%	
3110025 · Unemployment Insurance	138.55	3,000.00	4.62%	
3110026 · Workers' Compensation Insurance	15,605.00	16,450.00	94.86%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.38%	Front loaded cost to Town
3110028 · Legal Services	2,000.00	24,000.00	8.33%	
3110032 · Computer, Internet & Website	53.00	14,000.00	0.38%	
3110033 · Postage	0.00	500.00	0.0%	
3110034 · Telecommunications	1,159.12	10,000.00	11.59%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	94.97%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	0.00	5,000.00	0.0%	
3110039 · Miscellaneous	0.00	1,500.00	0.0%	
3110040 · Annual Dues & Subscriptions	5,824.33	13,000.00	44.8%	Front loaded cost to Town
3110041 · Office Supplies	80.11	5,000.00	1.6%	
3110042 · Vehicle Fuels	1,701.64	19,000.00	8.96%	
3110043 · Vehicle Maintenance/Supplies	613.56	11,000.00	5.58%	
3110045 · Uniforms & Police Supplies	740.58	32,000.00	2.31%	
3110046 · Community Events	0.00	2,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	155,233.77	801,577.00	19.37%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	155,233.77	816,577.00	19.01%	
04 · PUBLIC WORKS				
4110001 · Town Public Works	818.40	50,000.00	1.64%	
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	7,082.18	86,625.00	8.18%	
Total 43200 · REFUSE COLLECTION	7,082.18	86,625.00	8.18%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	6,528.07	65,000.00	10.04%	
4310002 · Maint Svc Contract-Pest Control	155.00	3,000.00	5.17%	
4310003 · Maint Svc Contract-Landscaping	4,562.50	35,000.00	13.04%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	500.00	6,500.00	7.69%	
4310007 · Electric/Gas Services	2,242.02	16,500.00	13.59%	
4310008 · Electrical Services-Streetlight	587.86	5,500.00	10.69%	
4310009 · Water & Sewer Services	303.60	3,000.00	10.12%	
4310010 · Janitorial Supplies	10.27	2,000.00	0.51%	
4310011 · Real Estate Taxes	722.06	4,000.00	18.05%	1st half payment to County
Total 43100 · MAINT OF 15000 Wash St./Grounds	15,611.38	147,500.00	10.58%	
Total 04 · PUBLIC WORKS	23,511.96	286,338.00	8.21%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	143.40	20,000.00	0.72%	
Total 70000 · HAYMARKET COMMUNITY PARK	143.40	20,000.00	0.72%	
71110 · EVENTS				
7111003 · Contractural Services	0.00	80,000.00	0.0%	
Total 71110 · EVENTS	0.00	80,000.00	0.0%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	133.08	2,200.00	6.05%	
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	23.53%	Civil War Trails Plaque

Attachment: FY2021 Actuals vs Budget Report with Comments 08.24.2020 (003) (4632 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through August 24, 2020

	Actuals	Budget	% of Budget	Comments
Total 72200 · MUSEUM	533.08	5,150.00	10.35%	
Total 07 · PARKS, REC & CULTURAL	676.48	105,150.00	0.64%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	255.00	5,670.00	4.5%	
8110002 · FICA/Medicare	24.10	500.00	4.82%	
8110003 · Consultants - Engineer	1,925.95	50,000.00	3.85%	
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	191.40	1,500.00	12.76%	
Total 81100 · PLANNING COMMISSION	2,396.45	98,620.00	2.43%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	255.00	7,830.00	3.26%	
8111002 · FICA/Medicare	14.92	850.00	1.76%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	269.92	10,680.00	2.53%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	1,923.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	2,666.37	111,223.00	2.4%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.28%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	9,098.45	16,500.00	55.14%	Front loaded cost to Town
9510005 · Capital Lease Pmt - Principal	15,796.19	31,592.00	50.0%	Front loaded cost to Town (1 of 2 payments)
Total 95100 · DEBT SERVICE	183,194.64	214,236.00	85.51%	
Total 09 · NON-DEPARTMENTAL	183,194.64	214,236.00	85.51%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	31,546.55	339,571.00	9.29%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	20,000.00	0.0%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	20,000.00	0.86%	
94108 · Capital Improvement Funds Expens	0.00	29,389.00	0.0%	
Total Expense	488,557.82	2,600,594.00	18.79%	
Net Ordinary Income	-140,947.09	0.00	100.0%	
Net Income	-140,947.09	0.00	100.0%	

Attachment: FY2021 Actuals vs Budget Report with Comments 08.24.2020 (003) (4632 : Town Treasurer Report)

Town Planner Task List June 2020

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Lidl Grocery Store	Crossroads Village Center	Emily					Lidl Grocery and Crossroads Village Center attended the August ARB Meeting to discuss a proposed concept for a site in town. The grocer is in the process of narrowing down potential site locations in the Haymark area.
ARB Bylaws and Historic Guideline Updates	The Architectural Review Board has approved their By-Laws at the June 2020 meeting. Staff will work with the new ARB Liaison and the Town Council to determine the next steps for the By-Laws and to start the Guideline updates						
ARB Members and Appointments	The Architectural Review Board welcomed three new members this month; Suzi Luersen, Sheridan King and Rochelle Utz. Mrs. Sheridan King was nominated for the Chair position, she will serve as chairwoman for the next year. Mrs. Suzi Luersen was nominated for the Vice Chair position, she will serve as vice-chairwoman for the next year. Mr. Aayush Kharel will continue to serve as the Liaison to the Architectural Review Board from the Planning Commission. Mr. Marchant Schneider will continue to serve as the Liaison to the Architectural Review Board from the Town Council.						
Board of Zoning Appeals							
No Activity for July 2020							
Planning Commission							
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	3/1/2019		Unknown		The applicant has posted the parcels for sale to include the Special Use Permit. No site plan has been submitted or discussed at this point in time
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	2/1/2019	PC Approval	May-19		Applicant has submitted the As-Builts for review by the Engineer and Planner. Awaiting response comment from the Applicant
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	The Final Site Plan has been signed, awaiting bonding on the property prior to work beginning. UPDATE: Property Owner met with Mayor Ken Luersen, Marchant Schneider and Town Planner to discuss the current status of the project and the next steps forward.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant has submitted their site plan. Engineer and Planner provided comments to the applicant. A Secc submission is currently being worked on and will go to the Planning Commission on 9/21. Karter School has submitted their site plan as well for the school parcel. The KS site plan is currently under review.
QBE Application	14600 Washington St	Emily/Katie					The applicant has submitted an updated GDP on August 17th. The GDP was reviewed and comments returned to the applicant regarding the underground garage parking and a few other items regarding the Special Use Permit for the 30 residential condominiums. The Proffer Amendment was re-advertised for the 9/21/2020 Planning Commission Meeting at 7:00 pm. The proffer was amended to remove the entirety of the proffered open space.
Zoning Text Amendment	Working with the Planning Commission Liaison to review the Zoning Ordinance and draft a Zoning Text Amendment.						
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in October						
Prince William County (1 Mile Review)							
Town received 3 one mile review packets regarding the 3 data center sites at Catharpin and Route 55. Comments were provided to the County from the Planning Commission.							
Staff							

Attachment: Town Planner Report Sept 2020 (4633 : Town Planner Report)

Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper.	
Checklist & Forms	Staff will work on these application updates and provide drafts in September for discussion and approval	
Newsletter	Next Newsletter will be mailed out in October.	
Museum	Working with Vice Mayor and the Town Manager to discuss the Museum plan and logistics for Fall 2020. Will present Council with updates from the work session discussion.	
Ornament	Ornament has been designed and will be discussed at the September Meeting.	
New/Old Business Updates		
Haymarket Coffee Company	15025 Washington St	Haymarket Coffee Company has officially opened in the Town Museum.
Parrando's	15125 Washington St.	A New Business has started the process to pull building permits to do a tenant fit-out in the Bloom Building, previous Cupcake Heaven space. The applicant has started the JOE Program with the County

**Town of Haymarket - Permit Report
 September 2020**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2020-00259	6720 BLEIGHT DR	5' X 19' LANDING AND 5' WIDE STAIRS	Building	Issued	R - Addition	07/12/2019		95.00	\$5,500.00	HAYMARKET
GAS2020-01156	6610 BRAVE CT	install gas piping from lp tank to fireplace	Gas	Finalized	R - Alteration/Repair	01/08/2020	07/31/2020	10.00	\$850.00	HAYMARKET
UGS2020-00193	6610 BRAVE CT	INSTALL AG 56 GAL LP TANK	Storage Tanks	Issued	R - Alteration/Repair	02/21/2020		0.00	\$700.00	HAYMARKET
PLB2019-01135	6665 FAYETTE ST	WATER & SEWER - SITE WORK BLD'S	Plumbing	Issued	R - New Single Family Dwel	11/26/2018		0.00	\$1,000.00	HAYMARKET
ELE2020-03963	6630 JEFFERSON ST	//HXF INSTALL NEW LANDING AT ENTF	Electrical	Finalized	C - Tenant Layout	05/05/2020	07/07/2020	1,549.00	\$20,000.00	HAYMARKET
MEC2018-01426	6795 JEFFERSON ST	REPLACE EXISTING FIREPLACE WITH	Mechanical	Issued	R - Alteration/Repair	12/06/2017		4,000.00	\$1,000.00	HAYMARKET
BLD2021-00081	6896 JOCKEY CLUB LN	REDECKING & RAILING OF EXISTING D	Building	Issued	R - Alteration/Repair	08/03/2020		0.00	\$5,000.00	HAYMARKET
BLD2021-00084	6896 JOCKEY CLUB LN	5' X 20' FRONT PORCH (EXPANDING E)	Building	Issued	R - Addition	08/03/2020		200.00	\$10,000.00	HAYMARKET
ELE2018-03174	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODE	Electrical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET
MEC2018-02128	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODE	Mechanical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET
FPP2018-00496	6711 LEA BERRY WAY	ONE FOR ONE REPLACEMENT OF FLO	Fire Protection Permit	Issued	Sprinkler	02/06/2018		0.00	\$550.00	HAYMARKET
ELE2020-00394	6721 MADISON ST	WIRE GARAGE	Electrical	Issued	R - Accessory Structure	07/23/2019		400.00	\$425.00	HAYMARKET
ELE2020-04881	6741 MADISON ST	18' X 32' ATTACHED ADDITION - MASTE	Electrical	Issued	R - Addition	05/28/2020		576.00	\$1,000.00	HAYMARKET
PLB2020-02760	6741 MADISON ST	run waste and water piping for full bathroo	Plumbing	Issued	R - Addition	05/28/2020		576.00	\$1,800.00	HAYMARKET
BLD2020-04307	14910 SOUTHERN CROSSII	BASEMENT: NON STRUCTURAL WORK	Building	Pending	C - Alteration/Repair			240.00	\$10,000.00	HAYMARKET
ELE2021-00119	14917 SOUTHERN CROSSII	MASTER AND HALF BATHROOM REMO	Electrical	Issued	R - Alteration/Repair	07/08/2020		0.00	\$500.00	HAYMARKET
PLB2021-00067	14917 SOUTHERN CROSSII	MASTER AND HALF BATHROOM REMO	Plumbing	Issued	R - Alteration/Repair	07/08/2020		0.00	\$500.00	HAYMARKET
ELE2018-03465	14925 SOUTHERN CROSSII	FINISH BASEMENT (EXISTING EGRESS	Electrical	Issued	R - Alteration/Repair	02/21/2018		63.00	\$300.00	HAYMARKET
PLB2018-02093	14925 SOUTHERN CROSSII	FINISH BASEMENT (EXISTING EGRESS	Plumbing	Issued	R - Alteration/Repair	02/21/2018		63.00	\$500.00	HAYMARKET
BLD2021-01115	6850 TRACK CT	20' X 14' OPEN DECK - NO STAIRS	Building	Issued	R - Addition	08/11/2020		280.00	\$14,400.00	HAYMARKET
BLD2021-00101	14600 WASHINGTON ST	TLO FOR QUICK INTERNATIONAL, TEN	Building	Pending	C - Tenant Layout			2,051.00	\$1,200.00	HAYMARKET
BLD2021-00102	14600 WASHINGTON ST	TLO FOR XCELLENT TECHNOLOGY SY	Building	Pending	C - Tenant Layout			1,746.00	\$700.00	HAYMARKET
FPP2020-00756	14600 WASHINGTON ST	TENANT LAYOUT FOR FRONTIER KITC	Fire Protection Permit	Issued	Hood System	05/19/2020		2,064.00	\$2,000.00	HAYMARKET
FPP2021-00118	14600 WASHINGTON ST	ALTERATION/REPAIRS TO ANSUL LAYI	Fire Protection Permit	Pending	Hood System			0.00	\$0.00	HAYMARKET
GAS2019-00366	14800 WASHINGTON ST	ALTERATION/REPAIR TO REPLACE EX	Gas	Issued	C - Alteration/Repair	09/05/2018		0.00	\$4,201.00	HAYMARKET
BLD2020-02071	14871 WASHINGTON ST	TLO FOR AROMA II WINE TASTING - C	Building	Issued	C - Tenant Layout	02/05/2020		2,551.00	\$90,000.00	HAYMARKET
PLB2020-01063	14871 WASHINGTON ST	ALTERATION/REPAIRS TO ADD WATEF	Plumbing	Issued	C - Alteration/Repair	11/06/2019		0.00	\$400.00	HAYMARKET
BLD2021-01617	14901 WASHINGTON ST	HAYMARKET TOTAL DENTAL CARE	Building	Pending	C - Addition			1,977.00	\$220,000.00	HAYMARKET
BLD2020-02991	15001 WASHINGTON ST	HILTON GARDEN INN - 4 STORY HOTEL	Building	Pending	C - New Structure			75,184.00	#####	HAYMARKET
BLD2018-04908	15100 WASHINGTON ST	1 -NON-ILLUMINATED WALL SIGN (SUI	Building	Pending	C - Sign			0.00	\$500.00	HAYMARKET
FPP2021-00069	15125 WASHINGTON ST	TENANT LAYOUT FOR EDWARD JONEI	Fire Protection Permit	Issued	Sprinkler	08/12/2020		1,250.00	\$2,000.00	HAYMARKET
BLD2018-06741	15180 WASHINGTON ST	EXTERNALLY-ILLUMINATED FREESTAT	Building	Issued	C - Sign	07/11/2018		12.00	\$7,500.00	HAYMARKET
BLD2019-02807	15187 WASHINGTON ST	INSTALLING NEW GENERATOR W/BEL	Building	Issued	C - Accessory Structure	01/23/2019		0.00	\$15,000.00	HAYMARKET
BLD2019-01209	15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATI	Building	Issued	C - Alteration/Repair	10/10/2018		2,000.00	\$120,000.00	HAYMARKET

END OF REPORT

Attachment: Copy of Permit Report Town of Haymarket 2020-09-01-08-00-51 (2) (4633 : Town Planner