



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, November 7, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Pastor James Matchette, New Life Church

3. Pledge of Allegiance

4. Citizen's Time

5. Minutes Acceptance

- A. Mayor and Council - Continuation Meeting - Sep 22, 2016 7:00 PM
- B. Mayor and Council - Work Session - Oct 24, 2016 5:30 PM

6. Agenda Items

- A. Alzheimer's Awareness Month
- B. VRE Gainesville-Haymarket Extension Study
- C. Change Order Proposal Rinker Design Associates - #14096
- D. Naming Community Park - Resolution #2016-16
- E. Designation of Zoning Administrator - Resolution #2016-015
- F. Contract Hearing

7. Department Reports

- A. Engineer's Report - Holly Montague
- B. Building Official's Report
- C. Police Department Report - Chief Eric Noble
- D. Planner's Report - Susannah Smith
- E. Town Manager's Report - Jerry Schiro
- F. Business & Community Relations Report - Denise Andrews

8. Councilmember Time

- A. John Cole
- B. Susan Edwards
- C. Steve Aitken
- D. Chris Morris
- E. Joe Pasanello
- F. Connor Leake
- G. David Leake

9. Closed Session

- A. Move to Enter into Closed Session
- B. Certification of the Closed Session

10. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Thursday, September 22, 2016

7:00 PM

Council Chambers

A Continuation Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present.

2. Agenda Items

A. Suicide Prevention Awareness Month - September 2016

Mayor David Leake recognizes the month of September as National Suicide Prevention Month. Mayor David Leake reads facts, figures, and information regarding suicide awareness and its prevention.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

B. Suicide Prevention Awareness Proclamation

Councilman Leake reads the following Proclamation:

Whereas, suicide is the 10th leading cause of death for Americans; and

Whereas, on average there are 117 suicides every day in the United States, or over 42,000 suicide deaths a year; and

Whereas, nearly 1,000,000 attempted suicide every year and 90% of the people who do die by suicide have a diagnosable and treatable psychiatric disorder at the time of their death; and

Whereas, public awareness of the warning signs and the networks available for at-risk individuals are essential to continue lowering the rates of suicide; and

Whereas, organizations, such as the American Foundation for Suicide Prevention offer resources and support for individuals affected by suicide, including people who have contemplated or attempted suicide, or know someone who committed suicide; and

Whereas, community organizations and grass-roots support are vital to continuing the fight against suicide and the loss of young lives; and

Whereas, reducing the stigma by discussing suicide and increasing the awareness of available resources for those suffering from suicidal thoughts is an important prevention effort;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby proclaim on the 22nd of September, 2016 as Suicide Prevention Month.

Minutes Acceptance: Minutes of Sep 22, 2016 7:00 PM (Minutes Acceptance)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

C. Appointments - Mayor David Leake

Appointment of Town Clerk

Mayor Leake ask for a motion for the appointment of Town Clerk.

I move the Haymarket Town Council appoint Denise Andrews as the Interim Town Clerk until such a time that the Town Council makes a permanent appointment to the position.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Vice Mayor
SECONDER: Connor Leake, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

Appointments - Mayor David Leake

Appointment of Town Treasurer

Mayor Leake ask for a motion for the appointment of Town Treasurer.

I move the Haymarket Town Council appoint Donna Beahm as the Interim Town Treasurer until such a time that the Town Council makes a permanent appointment to the position.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Vice Mayor
SECONDER: Connor Leake, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

Appointments - Mayor David Leake

Appointment of Chief of Police

Mayor Leake ask for a motion for the appointment of Chief of Police.

I move the Haymarket Town Council appoint Eric Noble as the Chief of Police.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Joe Pasanello, Vice Mayor
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

Appointments - Mayor David Leake

Appointment of Interim Town Manager

Mayor Leake ask for a motion for the appointment of Interim Town Manager.

I move the Haymarket Town Council appoint Jerry Schiro as the Interim Town Manager until such a time that a permanent appointment is made to the position.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Vice Mayor
SECONDER: Chris Morris, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

Appointments - Mayor David Leake

Appointment of FOIA Officer

Mayor Leake ask for a motion for the appointment of FOIA Officer.

I move the Haymarket Town Council appoint Jerry Schiro as the FOIA Officer for the Town.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

D. Public Announcement

Mayor David Leake reads the following public announcement:

As required by section 15.2-1510.1 of the Code of Virginia, it is publicly announced that the Town of Haymarket is providing Jennifer Preli as a severance package in the amount of \$10,278.67 in addition to paying for her health coverage thru December 31, 2016.

E. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A-1 and 2.2-3711 A-3

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the Town of Haymarket specifically personnel matters involving **appointments of Town Officers** and publicly held real property in specific **Town Leases**.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

F. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted

from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

G. Directive

Council directs the Jerry Schiro, Interim Town Manager to come back to the October 3rd meeting with a letter of intent for the leased space as discussed in the closed session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

3. Councilmember Time

A. Chris Morris

- Councilman Morris commends Denise and staff for the wonderful job on Haymarket Day. All of the comments that he has received all around was this was the best celebration of Haymarket Day to date.
- He asks that the Council reconsider the lease agreement and the date the Food Pantry should vacate from the Harrover property. Morris also, ask that Council allow the Food Pantry the opportunity to provide Council with a more solid plan. He also, does not support the December 2017 vacating date. Morris would like to add the Food Pantry lease agreement to the agenda as a voting item.

B. Connor Leake

- Councilman Leake thanked sponsors, staff, and volunteers for the hard work and dedication to making Haymarket Day a huge success.

C. Susan Edwards

- Councilwoman Edwards commends everyone on a great Haymarket Day and would like to start the preparations for next year.

D. John Cole

- Councilman Cole commends the Town of the clean up after Haymarket Day.
- He also echoes the sentiments of Councilman Morris on the Food Pantry.

E. Steve Aitken

- Councilman Aitken believed the weather on Haymarket Day was beautiful. It was one of the better ones he had attended.
- He would also like the Council to reconsider the lease agreement with the Haymarket Food Pantry. Councilman Aitken would like to have more details by the next Council meeting.

F. Joe Pasanello

- Vice Mayor Pasanello would like to commend contributions of the Denise, Staff, volunteers, and Police Department on a very successful Haymarket Day. Overall Pasanello said it was a positive day. However recruiting more volunteers for next year will be imperative.
- He reminds Council that Harrover property was discussed last year and there was clear direction on how the Council would proceed. At this time Vice Mayor Pasanello will reserve his right to comment on the issue.

G. David Leake

- Mayor Leake echoes all of the sentiments on Haymarket Day. He commends the organization of the event, its leadership, and turnout.
- The TANV meeting was cancelled for this week. It is possible meeting may be scheduled for November.

4. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Sep 22, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, October 24, 2016

5:30 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:40 PM

Mayor David Leake called the meeting to order.

1. Call to Order

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room Commencing at 5:40 PM

Mayor Leake called the meeting to order.

Councilman John Cole: Present, Councilman Chris Morris: Late, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present.

2. Town Properties

Mayor and Council discussed Town owned properties.

3. Adjournment

Minutes Acceptance: Minutes of Oct 24, 2016 5:30 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Alzheimer's Awareness Month
DATE: 11/07/16

Proclamation - Alzheimer's Awareness Month

ATTACHMENTS:

- Proclamation - Alzheimer's Awareness Month (PDF)



Proclamation

A Proclamation to Observe Alzheimer's Awareness Month

WHEREAS, Alzheimer's Disease is a progressive degenerative disease of the brain causing deterioration in memory and thinking, as well as judgment and reasoning ability; it also affects behavior, emotions and the ability to perform day-to-day task; and

WHEREAS, according to the Center for Disease Control and Prevention, Alzheimer's is the only disease among the top 10 causes of death in the United States that cannot be prevented, cured or even slowed.

WHEREAS, according to the Center for Disease Control and Prevention, Alzheimer's is the 6th leading cause of death for older adults in the United States; and

WHEREAS, according to the Center for Disease Control and Prevention, every 67 seconds someone in the United States develops Alzheimer's and there are more than 5.1 million men and women living with Alzheimer's in the United States today.

WHEREAS, the state of Virginia recognizes individuals, families, friends and caregivers dealing with the devastating effects of Alzheimer's disease, the researchers who are seeking a cause and cure, and the educational programs and support services provided by Virginia's Alzheimer's organizations;

NOW, THEREFORE, be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of November 2016 as Alzheimer's Awareness Month and ask all citizens to join in observance of this disease that has or will impact each and every one of our lives.

In Witness Thereof, this 7th day of November, 2016

David M. Leake
Mayor

Joseph R. Pasanello
Vice Mayor

Steve Aitken
Councilman

Connor Leake
Councilman

John Cole
Councilman

Susan Edwards
Councilwoman

Chris Morris
Councilman



TO: Town of Haymarket Town Council
SUBJECT: VRE Gainesville-Haymarket Extension Study
DATE: 11/07/16

Doug Allen with VRE is here to present the Final VRE Gainesville-Haymarket Extension Study.

VRE Gainesville-Haymarket Extension (GHX) Study

Update
Haymarket Town
Council
November 7, 2016



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)

VRE FINANCIAL PLAN

Strategic Direction

Follow Natural Growth profile to run longer trains

Continue to pursue funding for System Plan 2040 service concepts

- Additional peak trains
- Reverse peak and off-peak service
- Gainesville Haymarket Extension



Project Goals

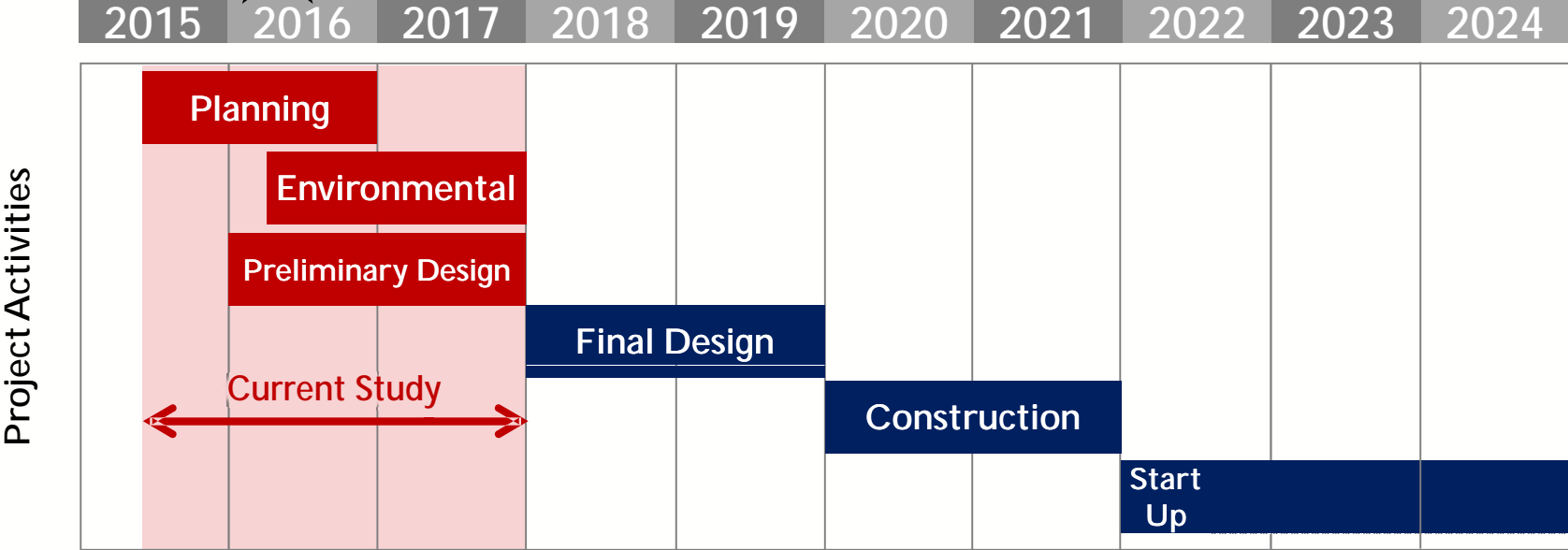
1. Add capacity to the I-66 corridor
2. Accommodate current and future freight operations
3. Provide cost-effective and reliable mobility options
4. Enhance service on existing line for current and future riders
5. Support local and regional economic development and plans



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Project Overview

★ We are here



Contingent upon Norfolk Southern approval and funding availability.



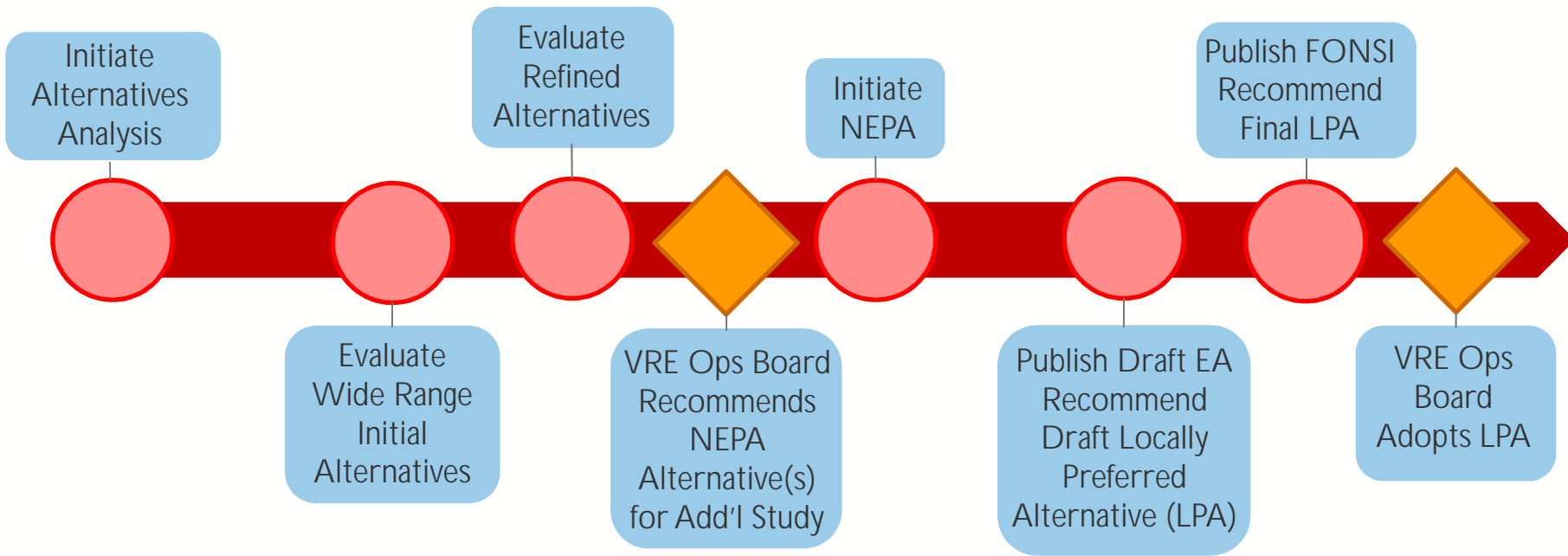
Schedule as of June 2016



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)

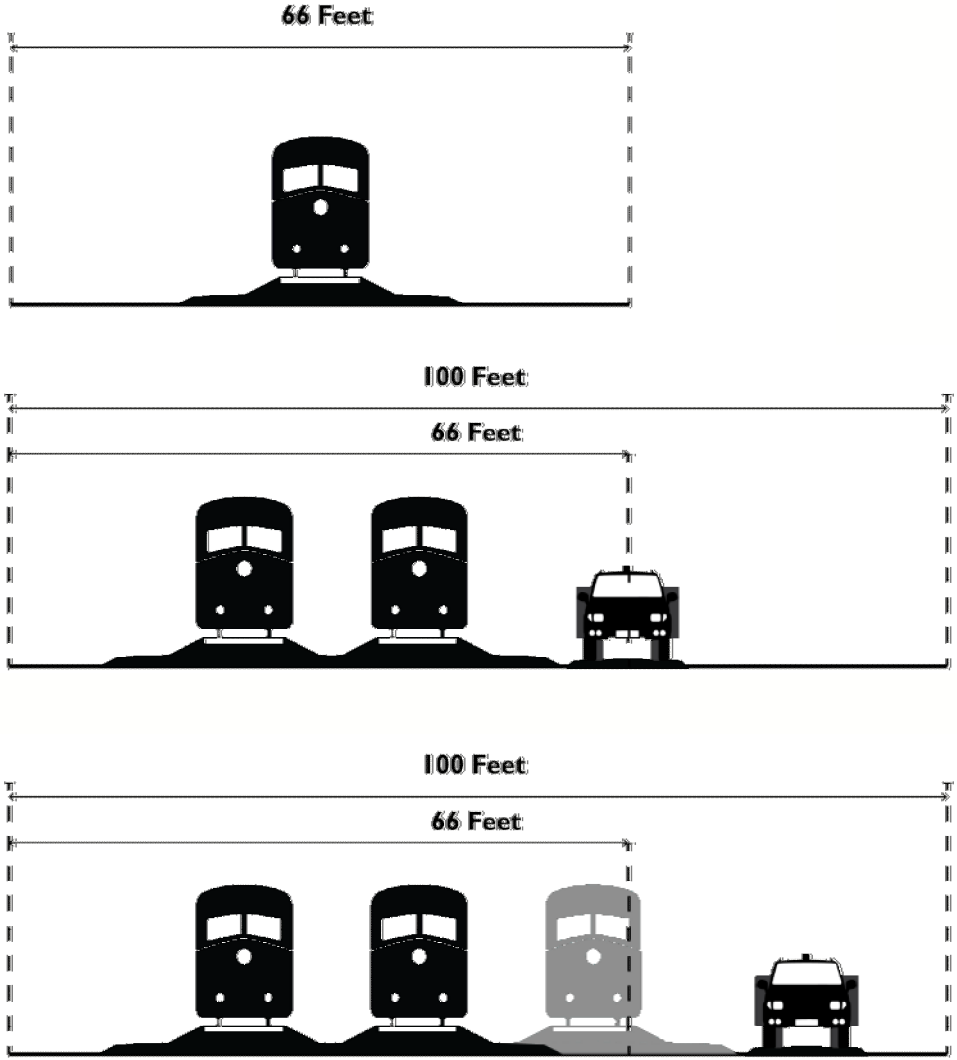
Selecting a Preferred Alternative



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Track Arrangement

- Norfolk Southern B- (Existing single track)
- Additional tracks needed to accommodate VRL service and growth in freight traffic



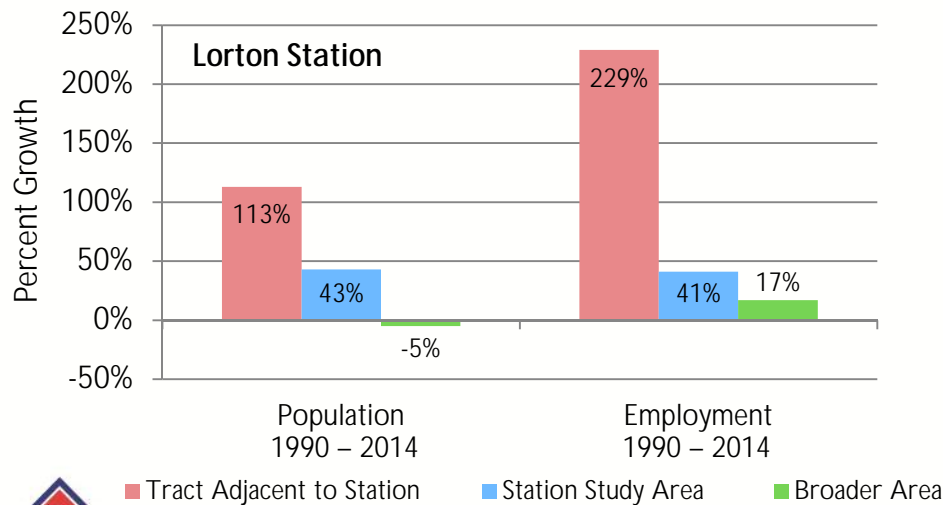
VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Land Use and Economic Development Benefits



Source: LHB Communications, Inc.

- Local land use and economic development plans, policies affect funding competitiveness
- VRE station can:
 - Support greater tax revenues
 - Minimize sprawl and conserves open space

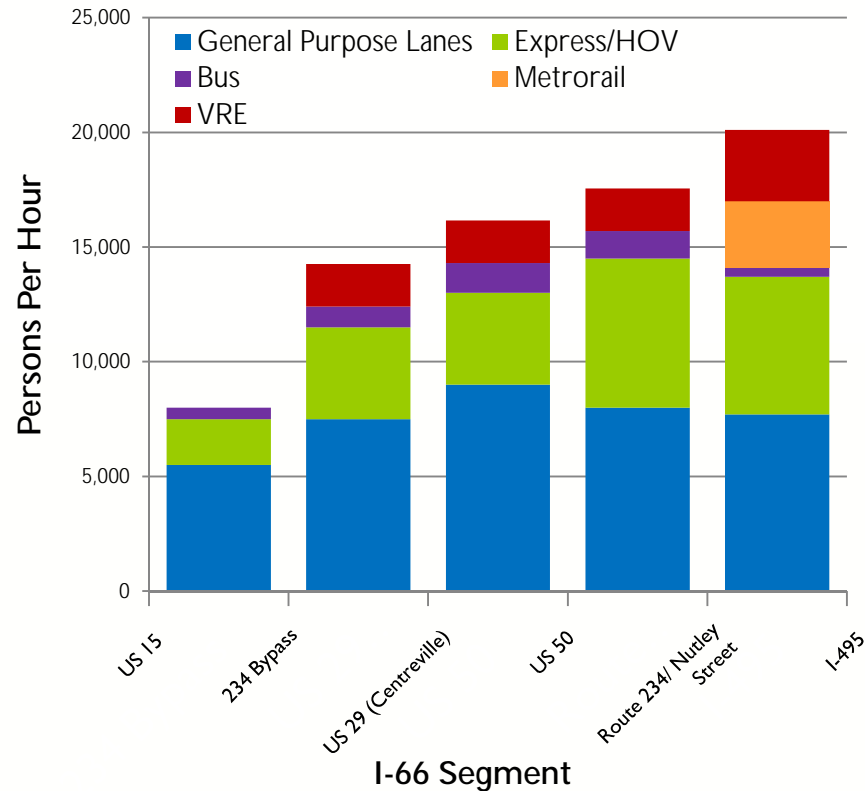


VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Ridership and Mobility Benefits

- VRE Manassas Line service is an important alternative to I-66 and US 50/29 for east-west regional travel
- VRE provides a more reliable commute time, even with I-66 improvements

Person Throughput by Travel Mode
(I-66 Eastbound AM Peak Hour, 2040)







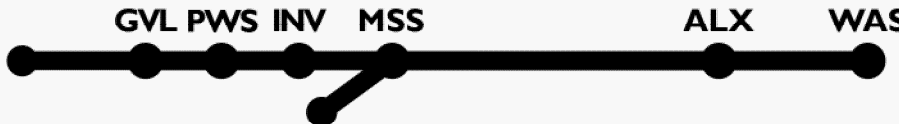

Although I-66 Express Lanes and transit/TDM improvements will reduce congestion, travelers will still need alternative travel choices



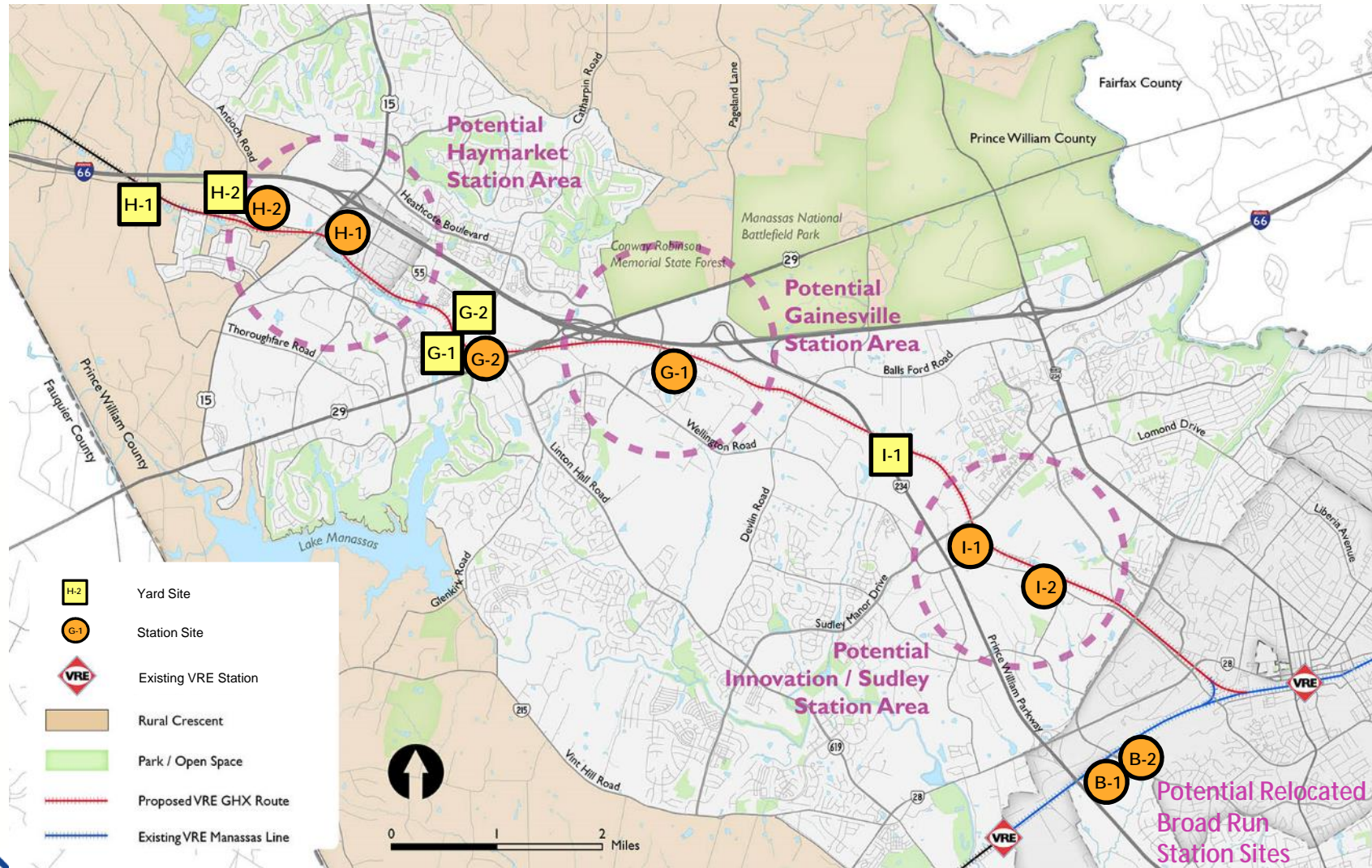
VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Note: Graphic adapted from Transform 66 Outside the Beltway, Tier 2 Final Environmental Assessment, 6/21/2016. 8

Service Plans

<p>Existing Service (16 trains per day)</p>		
<p><u>Enhanced Service Options:</u> 6 additional daily trains (22 Trains Per Day)</p>		<p>Allowed under current railroad operating agreements</p>
<p>Broad Run Terminus</p>		<ul style="list-style-type: none"> • Relocates Broad Run station • Expands existing yard
<p>Extension to Innovation</p>		<ul style="list-style-type: none"> • Realigns Manassas Line to Innovation terminus • Eliminates Broad Run station • New end-of-line yard
<p>Extension to Gainesville 2 stations</p>		<ul style="list-style-type: none"> • Realigns Manassas Line to Gainesville-Prince William Station terminus • Eliminates Broad Run station • New end-of-line yard
<p>Extension to Gainesville 3 stations</p>		<ul style="list-style-type: none"> • Realigns Manassas Line to Gainesville-US 29 terminus • Eliminates Broad Run station • New end-of-line yard
<p>Extension to Haymarket</p>		<ul style="list-style-type: none"> • Realigns Manassas Line to Haymarket terminus • Eliminates Broad Run station • New end-of-line yard

Potential Station and Yard Sites



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Broad Run Equipment Storage Facility Expanded



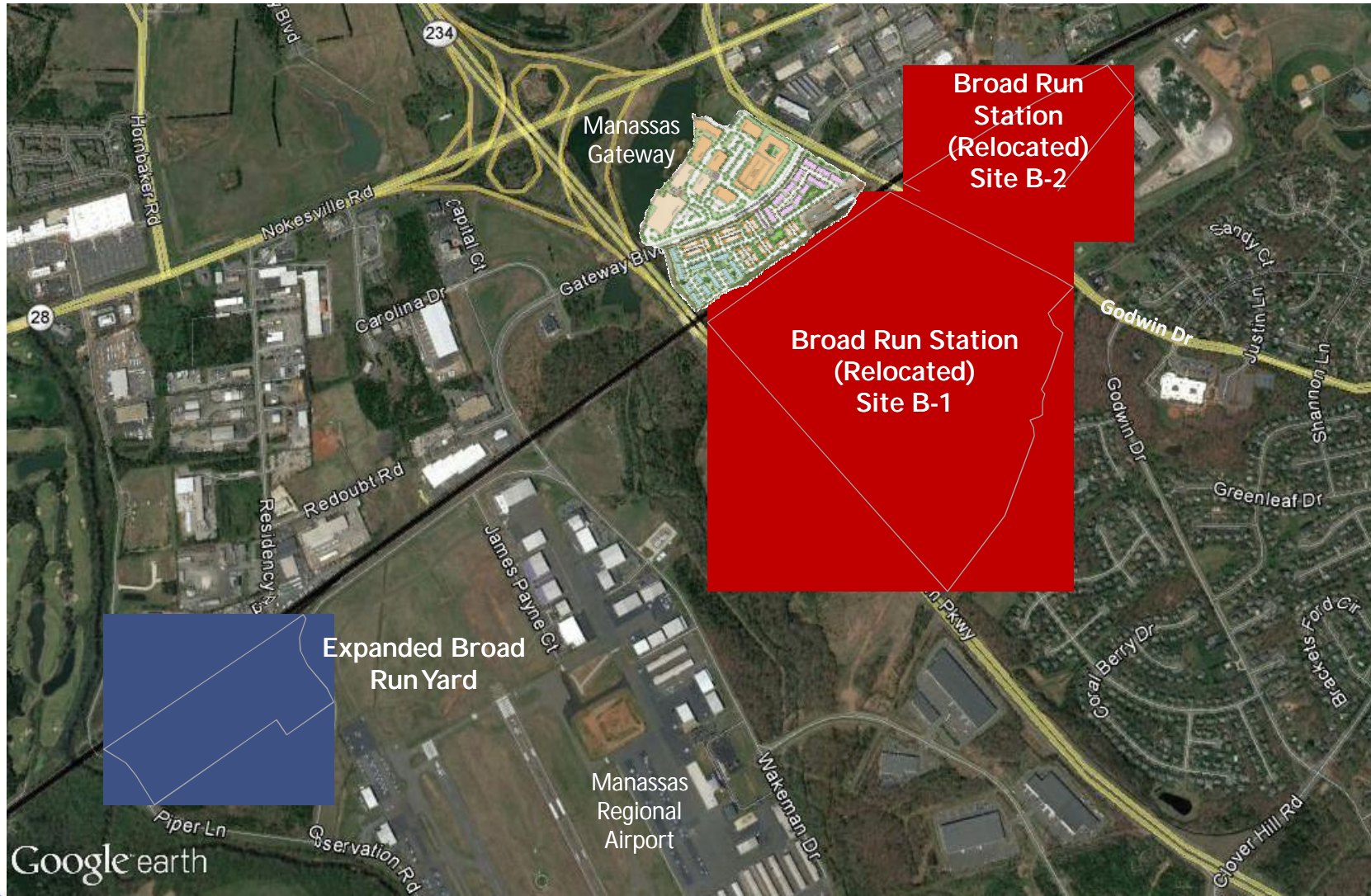
VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Broad Run Equipment Storage Facility Expanded



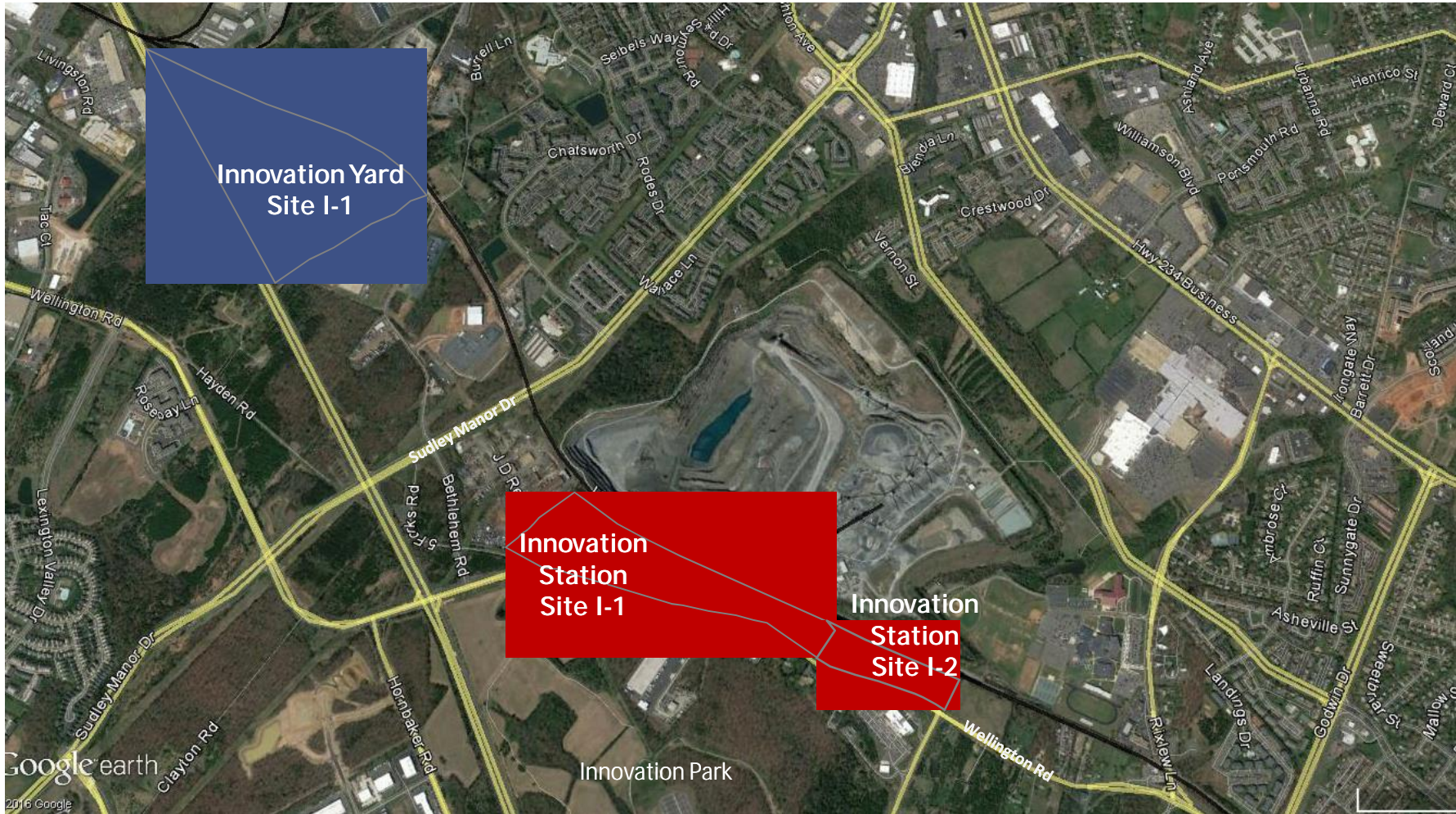
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Gainesville-Haymarket Extension

Broad Run Terminus



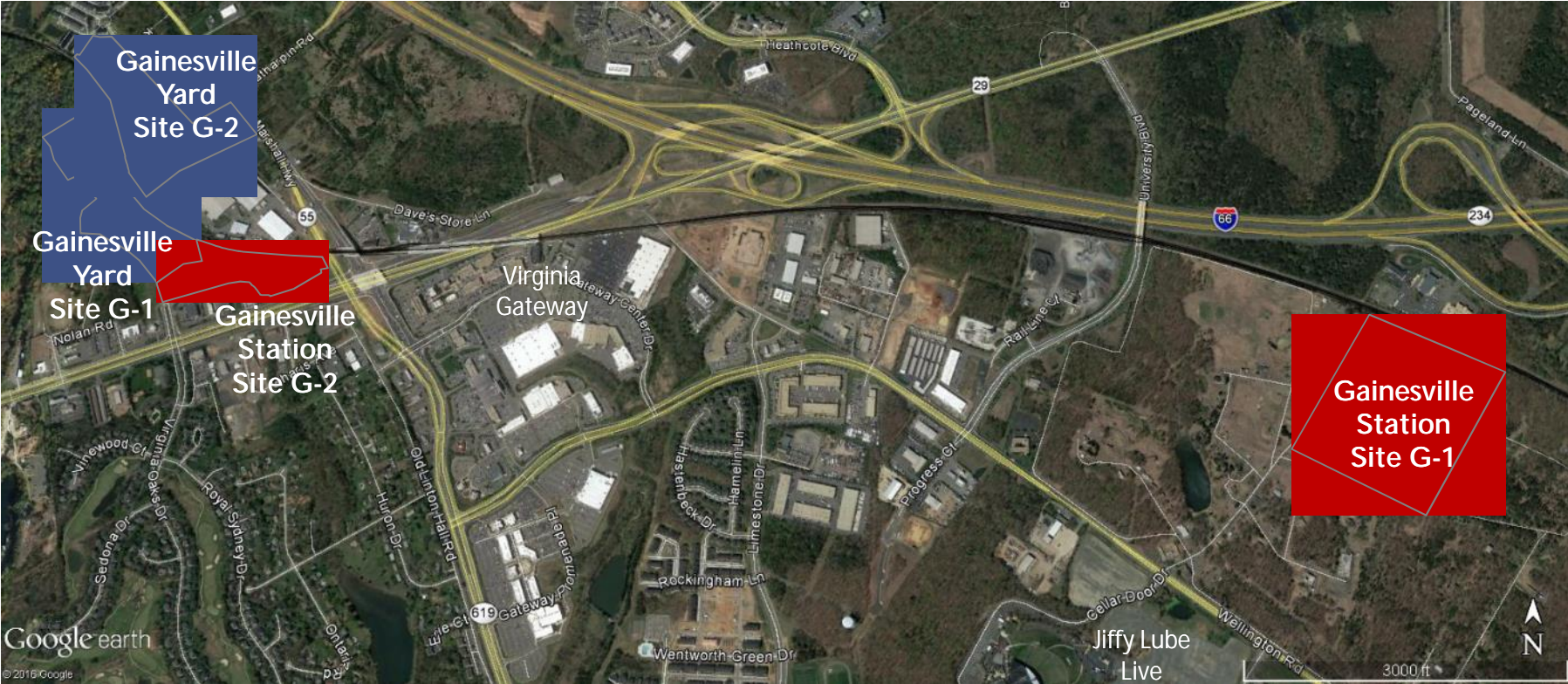
VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Innovation Terminus



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Gainesville Terminus



Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)



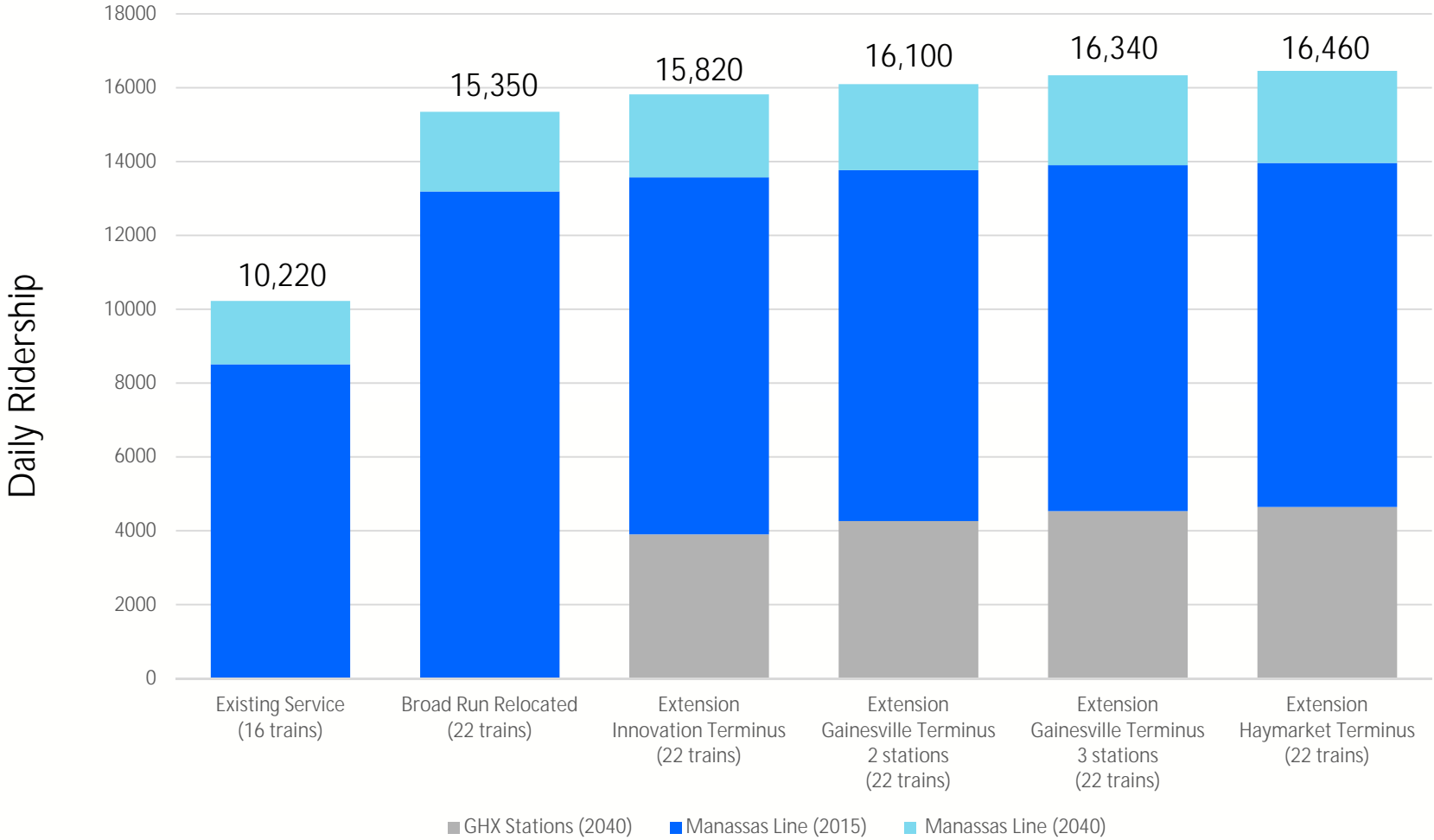
VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Haymarket Terminus



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Ridership Forecasts

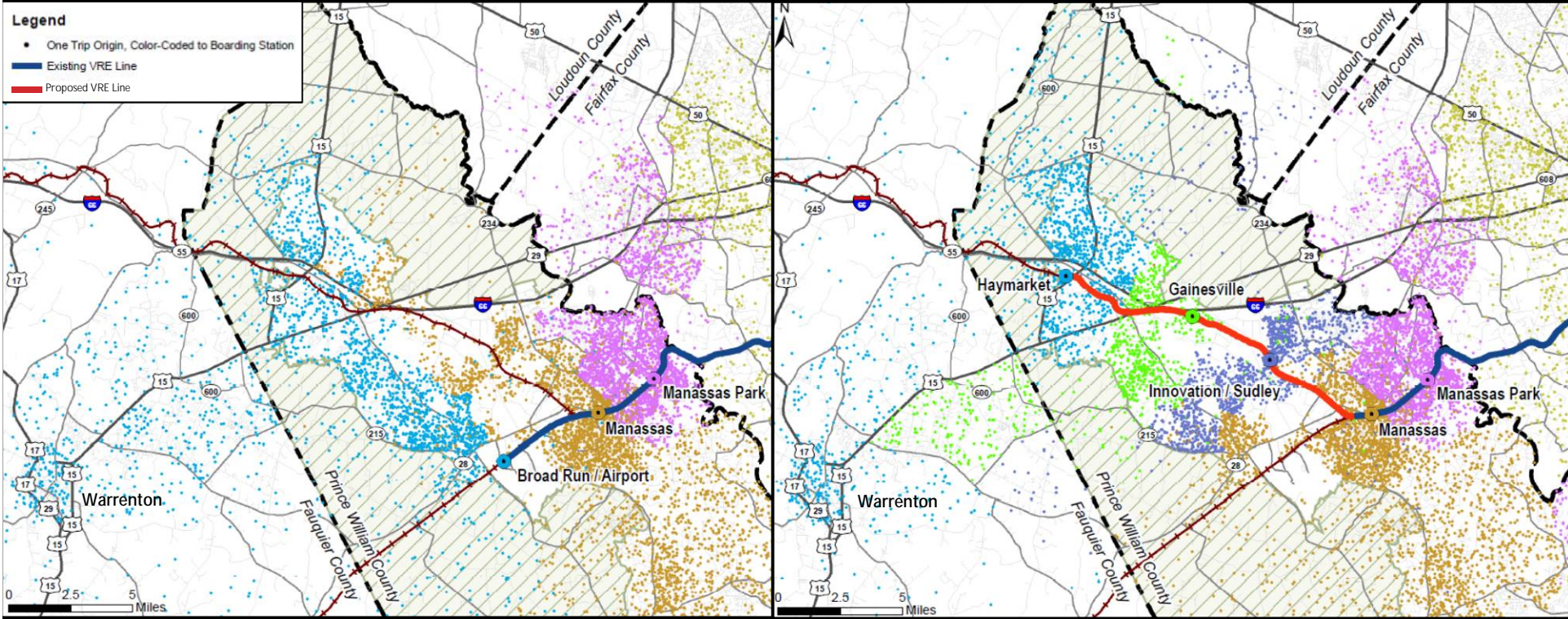


VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Source: VRE/MWCOG Travel Demand Model, results as of 9/26/16

Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)

Distribution of Riders



Broad Run Terminus, Relocated Station

Haymarket Terminus

Estimated % Manassas Line Riders by Jurisdiction

	Existing Service 16 Trains (2016)	Broad Run Relocated 22 Trains (2040)	Innovation 22 Trains (2040)	Gainesville 22 Trains (2040)	Haymarket 22 Trains (2040)
Prince William	39%	33%	36%	36%	37%
Fairfax	36%	41%	40%	39%	38%
Manassas	9%	9%	8%	8%	8%
Manassas Park	6%	4%	4%	4%	3%
Fauquier	5%	6%	5%	6%	7%
Loudoun	1%	~0%	1%	1%	1%
Other Jurisdictions	4%	7%	6%	6%	6%
Total	100%	100%	100%	100%	100%

Capital and Operating Cost

	Broad Run Relocated	Innovation Terminus	Gainesville Terminus		Haymarket Terminus
			2 stations	3 stations	
Stations	\$31 M	\$36 -40 M	\$51 – 60 M	\$64 – 78 M	\$68 – 73 M
Railroad ROW	NA	\$22 M	\$27 – 29 M	\$27 – 29 M	\$27 – 32 M
Track and Signals * One additional B Line track	\$11 M	\$97 – 154 M	\$144 – 195 M	\$146 – 197 M	\$177 – 225 M
Equipment Storage and Maintenance Facility	\$63 M	\$181 M	\$101 M	\$101 M	\$95 M
Rolling Stock Diesel locomotives, cab cars, coaches incl. spares	\$240 M	\$240 M	\$240 M	\$240 M	\$240 M
Total Capital Cost	\$345 M	\$580 – 633 M	\$572 – 616 M	\$592 – 631 M	\$612 – 660 M
Annual Operating Cost	\$36 M	\$37 M	\$40 M	\$40 M	\$45 M
Current Manassas Line Annual Operating Cost	\$29 M				



DRAFT results based on analysis through 9/26/16
 * Subject to Norfolk Southern review and approval

Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)

Cost Effectiveness

	Existing Service	Broad Run Relocated	Innovation Terminus	Gainesville Terminus		Haymarket Terminus
				2 stations	3 stations	
Revenue Trains	16	22	22	22	22	22
Daily Riders (2040) ¹	10,220	15,350	15,820	16,100	16,340	16,460
Cost Per Rider						
Operating Cost Per Rider (\$) ²	\$11.31	\$9.34	\$9.23	\$9.98	\$9.83	\$10.89
Capital Cost Per Rider (\$) ³	NA ⁴	\$3.03	\$5.44	\$5.53	\$5.51	\$5.80
Total Cost Per Rider (\$)	\$11.31	\$12.37	\$14.66	\$15.51	\$15.35	\$16.69
Incremental Cost Per Incremental Rider vs. Existing Service						
Incremental Operating Cost Per Incremental Rider	NA	\$5.44	\$5.43	\$7.68	\$7.38	\$10.22
Incremental Capital Cost Per Incremental Rider	NA	\$9.06	\$15.36	\$15.14	\$14.72	\$15.30
Incremental Total Cost per Incremental Rider	NA	\$14.49	\$20.79	\$22.82	\$22.10	\$25.52

1. Projections based on VRE Travel Demand Model 2015; MWCOG Round 8.4 Cooperative Land Use Forecasts, 9/26/16
2. Operating costs based on VRE FY15 average cost per train mile
3. Annualized capital costs based on FTA useful life estimates and assume 251 service days/year
4. No additional capital investments assumed for Broad Run station/yard complex.



Capital Funding Sources

	Broad Run Terminus	Extension
Federal		
New Starts	Not eligible	Unlikely
Core Capacity	ü	Not eligible
CMAQ/RSTP	ü	ü
FAST Act programs	ü	ü
TIGER	ü	ü
State		
REF	ü	ü
Transit Capital	ü	ü
Smart Scale	ü	ü
Regional/Local		
NVTA	ü	ü
Proffers	Uncertain	ü

Attachment: 110716_GHXHaymarket_lowerres (2982 : VRE Gainesville-Haymarket Extension Study)

Operating Funding Sources

	Broad Run Terminus	Extension
Fare Revenue (50%)	Ü	Ü
State Operating Assistance	Ü	Ü
VRE Member Jurisdiction Subsidy	Ü	Ü
Future Dedicated Funding/Other Sources	TBD	TBD

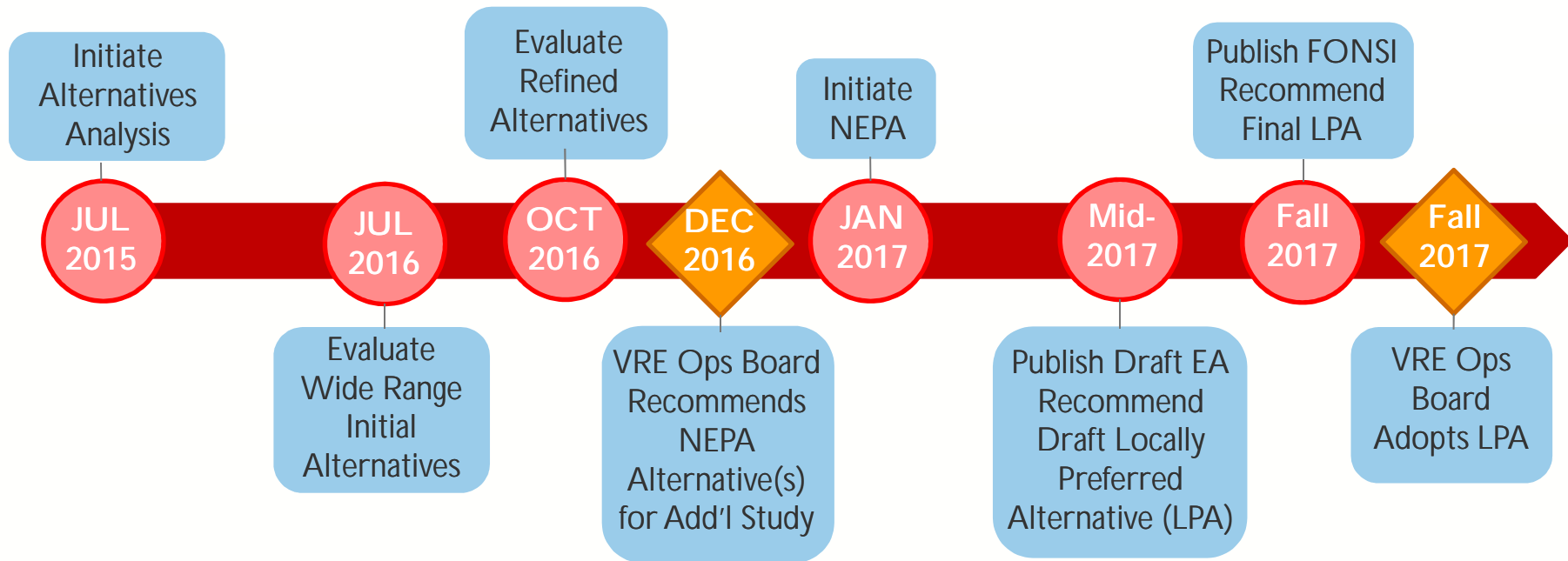
Upcoming Meetings

- November 9th, Policy Advisory Committee and Executive Steering Committee
- November 15th, Technical Advisory Committee
- November 29th, Community Advisory Committee
- December 7th, Public Meeting



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Timeline for Decision-making



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Questions



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension



TO: Town of Haymarket Town Council
SUBJECT: Change Order Proposal Rinker Design Associates - #14096
DATE: 11/07/16

ATTACHMENTS:

- Agenda item Change Order Proposal RDA (PDF)



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

JERRY M. SCHIRO
INTERIM TOWN MANAGER

HAYMARKET TOWN COUNCIL MEETING
NOVEMBER 07, 2016

STAFF REPORT

Agenda Item **Change Order Proposal Project #14096**
Rinker Design Associates, P.C.
Town of Haymarket Town Center

Background

The Town of Haymarket retained Rinker Design Associates (RDA) to provide Engineering Services for the Haymarket Town Center Redevelopment project. At a meeting between RDA, the Town Engineer and the Interim Town Manager on September 8th utility issues associated with the site were discussed. It was recommended that site engineering should include a water and sewer layout design that would accommodate establishing independent service to each structure on the site. Currently the structures share one utility meter. Staff asked RDA to prepare a change order proposal to include this work.

Factors

The opportunity to make these changes will be most cost effective at the time the rough grading on the site is underway. Having the ability to individually meter and bill the respective buildings for water and sewer service will allow the Town to defray costs it assumes under some of the existing lease agreements. Independent connections will also be beneficial should the Town elect to sell the buildings individually as part of the financing plan for the Town Center Redevelopment.

Fiscal Impact

The change order fee is \$4,970.82. The total contract amount is \$268,890.57. This is the third change order issued on this contract. A breakout of prior change orders and billing status as on 9/30/2016 is included in this report.

Recommendation: Approval of the change order.

Sample Motion

I move the Haymarket Town Council approve change order # 3 with Rinker Design Associates, for water and sewer layout for the Town Center Redevelopment Project in the amount of \$4,970.82.

or
Alternate Motion



RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning
Transportation • Right of Way • Environmental

**PROPOSED CHANGE ORDER
BETWEEN
TOWN OF HAYMARKET
AND
RINKER DESIGN ASSOCIATES, P.C.**

TOWN CENTER REDEVELOPMENT PROJECT

October 5, 2016

SCOPE

The purpose of this Change Order is to propose a water service and sanitary sewer layout for the Town Center Redevelopment project. The scope of services is as follows:

- **Utility Investigation/Survey:** RDA will coordinate with Mid Atlantic Utility Locating, LLC to utilize surface geophysical and electromagnetic techniques to determine the existence and mark the location of six (6) sanitary laterals by accessing via clean-out trap. The field crew will also investigate one (1) requested hand-hole previously off-limits during prior site visits and will attempt to locate any water service lines that were not marked during prior site visits. Due to the size of the existing water service lines, it may not be possible to locate them. RDA will field survey the new utility designates and incorporate this information into the base mapping for the site.
- **Site Utility Plan:** RDA will analyze the location of the existing laterals and water services in conjunction with the proposed site layout and design. RDA will then prepare a utility plan for proposed water services and sanitary sewer laterals to each of the four buildings on the Town Center property. The intent is for each building to have a separate lateral and water meter. These services will be designed in accordance with Prince William County Service Authority (PWCSA) standards and include appropriate details and the standard PWCSA plan sheets. This design will be incorporated in to the overall site plan for the Town Center property and submitted to the Town and outside agencies including the PWCSA for review and approval.

ESTIMATED FEE

The fee for this change order is \$4,970.82. The new total maximum price for this contract is now \$321,886.39.

RDA is looking forward to the opportunity to continue our professional engineering services to the Town of Haymarket on this project. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at sdusza@rdacivil.com.

Sincerely,

Sharon D. Dusza, P.E.
Senior Project Manager/Principal

Attachments

Attachment: Agenda item Change Order Proposal RDA (2976 : Change Order Proposal Rinker Design Associates - #14096)

AUTHORIZATION:

I hereby authorize Rinker Design Associates, P.C. to proceed in accordance with the above outlined proposal.

(Signature)

(Date)

(Print Name)

(Title)

Attachment: Agenda item Change Order Proposal RDA (2976 : Change Order Proposal Rinker Design Associates - #14096)

Date: 10-5-16
 RDA Prop # 14096
 Town of Haymarket Town Center

ATTACHMENT "A"
Fee Proposal and Scope of Work By Phase

Task Order Description:

RDA COST PROPOSAL
Town of Haymarket Town Center Redevelopment Project Change Order

	PROJECT DIRECTOR	PROJECT MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	ENGINEER TECHNICIAN	CLERICAL	LAND SURVEYOR	SURVEY TECHNICIAN	2 MAN FIELD CREW	TOTAL MANHOURS	ITEM TOTAL
AVERAGE HOURLY RATE	\$ 205.57	\$ 162.84	\$ 143.47	\$ 111.77	\$ 85.58	\$ 65.62	\$ 149.27	\$ 100.39	\$ 168.00		
Utility Investigation/Survey				4			1	1	4	10	\$ 1,369.06
Site Utility Plan		4		20						24	\$ 2,886.76
TOTAL HOURS	0	4	0	24	0	0	1	1	4	34	4,255.82
Estimated Labor Costs	\$ -	\$ 651.36	\$ -	\$ 2,682.48	\$ -	\$ -	\$ 149.27	\$ 100.39	\$ 672.32	\$ 4,255.82	\$ 4,255.82
							Services			\$ 4,255.82	
							Direct Costs			\$ 65.00	
							Total Estimated Costs			\$ 4,320.82	

DIRECT COSTS:

Sub Consultants Administrative Cost (10%) \$ 65.00

RDA Cost Proposal	\$4,320.82
Mid Atlantic Utility Locating, LLC	\$650.00
CONTRACT TOTAL	\$4,970.82

Prints and Reimbursable Expenses will be invoiced in accordance with Negotiated Contract Rates.

Attachment: Agenda item Change Order Proposal RDA (2976 : Change Order Proposal Rinker Design Associates - #14096)



Rinker Design Associates, P.C.
 9385 Discovery Boulevard
 Suite 200
 Manassas, VA 20109
 703-368-7373

Town of Haymarket
 15000 Washington Street
 Suite 100
 Haymarket, VA 20168

Invoice number 827320
 Date 09/30/2016

Project 14096 HAYMARKET TOWN CENTER
 REDEVELOPMENT PROJECT

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Subtask 1: Preliminary Engineering Services	30,029.69	100.00	30,029.69	30,029.69	0.00
Subtask 2: Final Engineering Design	60,176.04	9.71	5,843.33	2,583.84	3,259.49
Subtask 3: Change Order #1	27,683.64	7.55	2,088.94	2,088.94	0.00
Subtask 4: Change Order #2 - C/A Services					
RDA Coordination - Subtask #4	1,300.00	60.00	780.06	780.06	0.00
Subconsultant Architectural Services - Subtask #4	15,400.00	69.77	10,745.00	10,745.00	0.00
Subtotal	16,700.00	69.01	11,525.06	11,525.06	0.00
Subconsultants	130,301.20	82.74	107,810.63	107,810.63	0.00
Direct Costs	4,000.00	2.10	83.84	83.84	0.00
Total	268,890.57	58.53	157,381.49	154,122.00	3,259.49

Invoice total **3,259.49**

Attachment: Agenda item Change Order Proposal RDA (2976 : Change Order Proposal Rinker Design Associates - #14096)



TO: Town of Haymarket Town Council
SUBJECT: Naming Community Park - Resolution #2016-16
DATE: 11/07/16

ATTACHMENTS:

- RES 2016-016 Naming Community Park (PDF)

RESOLUTION 2016-016

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO NAME THE COMMUNITY PARK WITHIN ITS CORPORATE LIMITS

WHEREAS, in January 2016 the Haymarket Town Council adopted a master plan for a community park to be located at the Town's 5 acre parcel at the east end of Town on Washington Street; and

WHEREAS, that plan calls for the development of a pavilion, walking trails, amphitheater, parking, and open space for outdoor activities; and

WHEREAS, the Town solicited naming suggestions from the public and considered park neighbors' opinions on such suggestions; and

WHEREAS, the Town Council finds and determines that the 5 acre parcel in the Town of Haymarket, should be formally named as herby provided.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Haymarket, Virginia meeting in regular session this 7th day of November, 2016, hereby name the following property, Haymarket Community Park.

<u>Property Name</u>	<u>Property Address</u>
Haymarket Community Park	14710/14740 Washington Street

ATTEST:

Denise Andrews, Interim Town Clerk

MOTION:
SECOND:

Votes:
Ayes:
Nays: 0
Abstain: 0
Absent: 0

Attachment: RES 2016-016 Naming Community Park (2980 : Naming Community Park - Resolution #2016-16)



TO: Town of Haymarket Town Council
SUBJECT: Designation of Zoning Administrator - Resolution #2016-015
DATE: 11/07/16

Attached is a draft Resolution to name Susannah Smith of The Berkley Group as the designated Zoning Administrator for the Town of Haymarket.

ATTACHMENTS:

- RES 2016-015- Zoning Admin Smith (PDF)



Resolution 2016-015

DESIGNATION OF ZONING ADMINISTRATOR

WHEREAS, Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide in the zoning ordinance for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance, and

WHEREAS, Chapter 58 of the Town Code, Zoning, defines the “Administrator” as charged with the enforcement of the Town’s zoning ordinance; and

WHEREAS, the current Zoning Administrator, Marchant Schneider, will be leaving Town employment;

WHEREAS, the Town has entered into a contractual arrangement with The Berkley Group to provide Town Planning and Zoning Administration Services;

WHEREAS, in order to make a smooth transition for citizens and officials of the Town of Haymarket, Susannah B Smith of The Berkley Group began working at the Town on September 26, 2016 under the terms of the contract with The Berkley Group and has been providing the stated Planning and Zoning Administration Services in cooperation with Marchant Schneider, the current Zoning Administrator;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby confers the title of Zoning Administrator to Susannah B Smith.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Done this 7th day of November, 2016.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Denise Andrews, Interim Town Clerk

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

Attachment: RES 2016-015- Zoning Admin Smith (2979 : Designation of Zoning Administrator - Resolution #2016-015)



TO: Town of Haymarket Town Council
SUBJECT: Contract Hearing
DATE: 11/07/16



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report - Holly Montague
DATE: 11/07/16

ATTACHMENTS:

- Engineers Report - November 2016 (PDF)

I-66/Rte 15 Interchange Project

- After forwarding VDOT an ADA complaint about the sidewalk in front of McDonalds (damaged by utility relocations for this project), Dominion Power performed some repairs of the sidewalk.
- Work for the access road on Rte 15 from Rte 15 at the old A la Carte Catering to Kapp Valley Way has begun.
- Widening work on Washington Street is due to start anytime.
- Construction for the entire project is scheduled to end Fall 2017.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 11/07/16

ATTACHMENTS:

- Building Official's Report - November 2016 (PDF)

Inspections Report for the Month of October 2016, for the Town of Haymarket,

Joseph E. Barbeau, Jr., Building Official and Inspector.

Permits Issued:

No new permits have been issued in this time period.

Certificates of Occupancy Issued:

October 19:

Permanent Certificate of Occupancy has been issued to Cookies and Cream located at 14650 Washington Street.

Inspections:

October 4, 2016:

6852 Jockey Club Lane, Insulation Inspection Walls and Ceiling, approved.

6868 Jockey Club Lane, Final Deck Inspection, approved.

October 6, 2016:

14884 Greenhill Crossing Road, Compliance Inspection for the removal of illegal construction to create a business use in an R-1 (tailor shop). Work completed violation has been removed.

October 14:

14650 Washington Street, Cookies and Cream, conducted Final Inspection walk through for issuance of the Permanent CO, work approved.

October 16:

15155 Washington Street, Ice Plex, partial inspection for concealed work to provide fire protection for structural steel installations, work approved.

October 19:

15175 Washington Street, Century Stair, Inspected the installation of insulation materials to allow for wall closure, work was approved.

15155 Washington Street, Ice Plex, partial inspection of fire protection materials, work approved.

October 21:

14650 Washington Street, Cookies and Cream, conducted a safety inspection for the Halloween 'spooky' attraction, a temporary use of the lower level of this structure. Work was approved.

Document Review:

Currently no documents are under review.

Actions:

We continue to work towards a resolution for the blighted Payne Lane properties.

Recommendations:

No recommendations for council at this time.

Other:

I realize the Council would appreciate a different format for my reports. I have not had the time to generate this format as yet, although I did promise to do so for this month. I apologize for this, and will try to get this accomplished prior to my next month's submission.

End of Report, submitted on October 24, 2016.



TO: Town of Haymarket Town Council
SUBJECT: Police Department Report - Chief Eric Noble
DATE: 11/07/16

ATTACHMENTS:

- Police Report - November 2016 (PDF)



**Haymarket Police Department
Monthly Town Council Report
November, 2016**



Significant Incidents

Missile at an Occupied Vehicle, Destruction of Property. On Wednesday, September 14 at 3:07 PM, officers responded to the area of 15111 Washington Street for a report of a vehicle struck by rounds from a paint ball gun. A minor amount of damage occurred to the vehicle. The investigation is continuing.

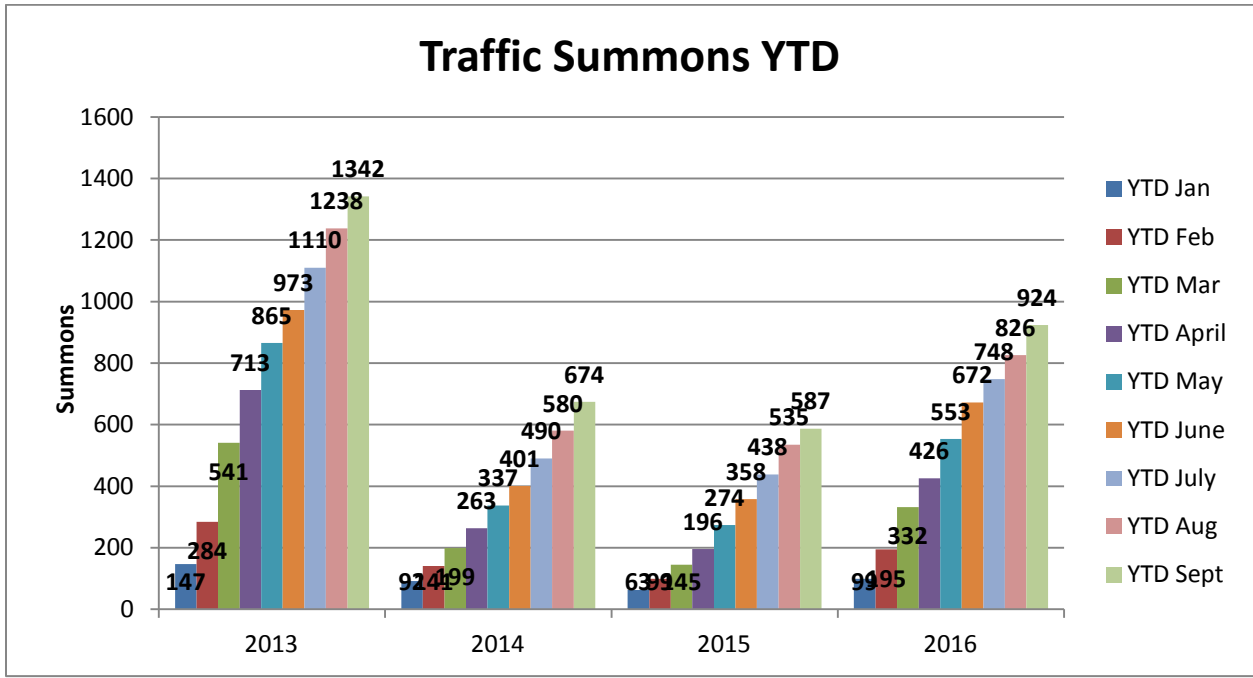
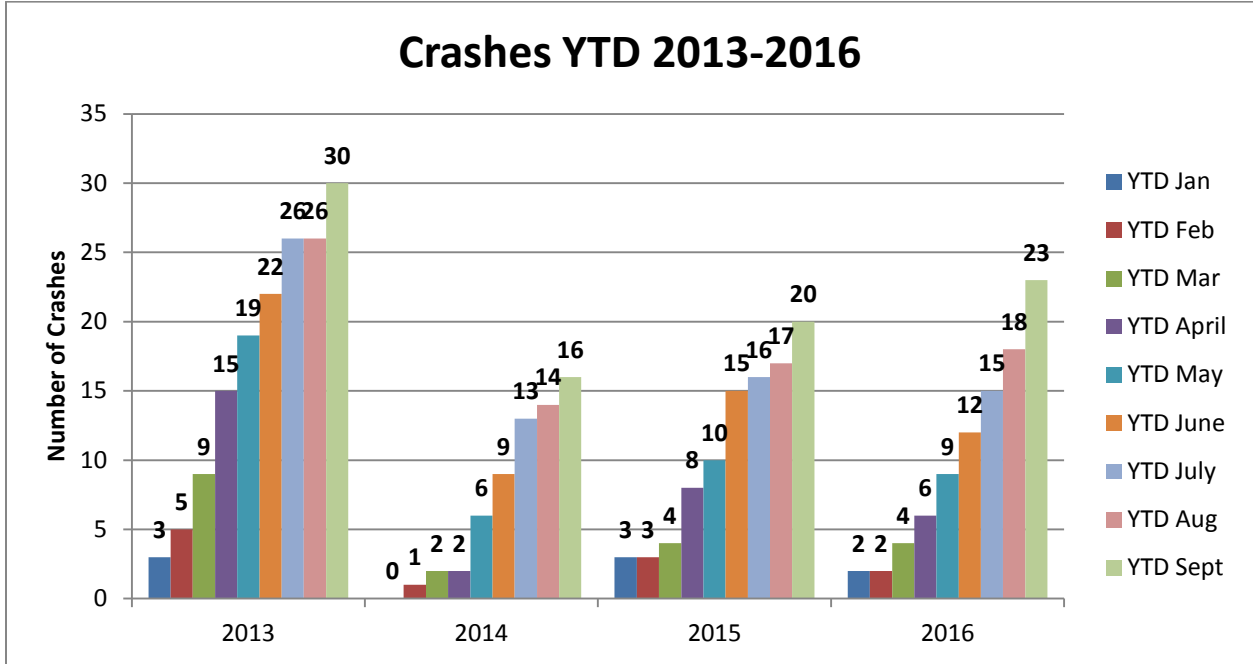
Domestic Assault - On Monday, September 26 at 2:51 PM, officers responded to the 14000 block of Southern Crossing Street for a report of a domestic assault. Over the course of the investigation, it was determined that the adult daughter had assaulted her father. The female was arrested for assault and battery on a family or household member and held at the Prince William Adult Detention Center on a \$2500 bond.



Haymarket Police Department



Crash/Enforcement YTD

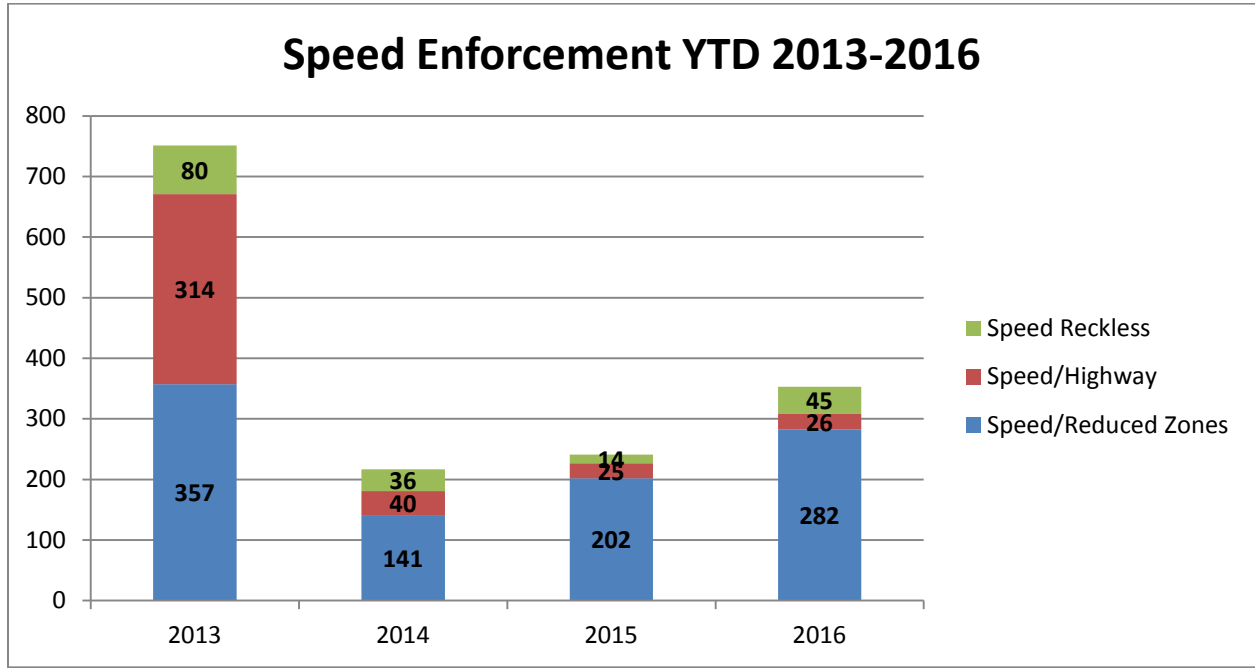


Attachment: Police Report - November 2016 (2969 : Police Department Report - Chief Eric Noble)



Haymarket Police Department

Crash/Enforcement YTD



Attachment: Police Report - November 2016 (2969 : Police Department Report - Chief Eric Noble)



Haymarket Police Department



Other Issues of Note

Community Relations

- The Chief participated in ASAP's quarterly meeting on September 14th
- All hands were on deck for Haymarket Day on September 17th
- The Chief attended the annual Virginia Association of Chief of Police conference in Roanoke from September 18-21

Current Initiatives

- Spoke with Ford and we are in the process of analyzing the costs associated with leasing as opposed to purchasing cruisers.
- Officer Breeden performed some maintenance on the speed trailer and has it available for short duration periods of up to four days.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report - Susannah Smith
DATE: 11/07/16

ATTACHMENTS:

- Planner's Report - 11-2016 (PDF)

TO: MAYOR AND TOWN COUNCIL
FROM: SUSANNAH SMITH, TOWN PLANNER / MARCHANT SCHNEIDER, ZONING ADMINISTRATOR
SUBJECT: PLANNER REPORT
DATE: 10-26-16
CC: STAFF

Ongoing Projects

- Village of Haymarket Phase II. The developer has been working with the Town Engineer to obtain approval for the lighting plan. Dominion Power will be installing the streetlights.
- Sheetz. Currently receiving comments from agencies. Final review incomplete.
- Payne Ln. Met with two different groups who are interested in developing the property.
- Zoning Ordinance. The Berkley Group would like to bring the draft ordinance to the Planning Commission and Council in November and December, possibly holding a joint work session. We could start the timeline for adoption as early as possible in January, with public review and comment in February, and final adoption in March or April, depending on input from the PC and TC.
- Subdivision Ordinance. Will be a separate chapter of the Zoning Ordinance.

Development Review

- Zoning Permits. Approved zoning permits for residential fences and sheds.
- One-Mile Review. Met with developers for the Carter's Mill Active Adult Community planned for the property just west of the Town on Rt 55. This rezoning was submitted to Prince William County on August 8, 2016 and is currently under review. We will be providing comments.
- Architectural Review Board. Approved 2 Certificates of Appropriateness at their meeting October 19.

Transition Plan

- The new planner (Susannah Smith) started September 26th. We are continuing the transition of projects through early November.
- The changeover from Marchant Schneider to Ms Smith as Zoning Administrator is scheduled for the November meeting of Council.



TO: Town of Haymarket Town Council
SUBJECT: Town Manager's Report - Interim Manager, Jerry Schiro
DATE: 11/07/16

ATTACHMENTS:

- Interim Town Manager's Report (PDF)



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

JERRY M. SCHIRO
INTERIM TOWN MANAGER

INTERIM TOWN MANAGER'S REPORT
HAYMARKET TOWN COUNCIL MEETING
NOVEMBER 07, 2016

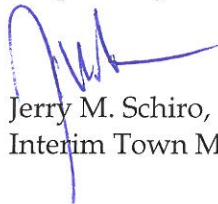
Report Prepared October 26, 2016

The following is a summary of the activities of the Interim Town Manager and Administrative Staff covering the latter part of September 2016 through the preparation date of this report.

- Restructuring personnel and procedures in the Town Office as a result of staff changes.
- Implemented improved security procedures. This included new security logins to access vendor accounts, state agencies providing health care and retirement benefits, financial institutions and other governmental agencies the Town collaborates with.
- Vendors, our professional services contractors and outreach to other localities has afforded orientation and training for staff related to new assignments. Formal training in certain areas is scheduled.
- Real Property Taxes were prepared and mailed. Approximately \$290,000 in revenue was billed.
- Payables and payroll were completed with minor disruption during this period.
- Staff is documenting procedures as they are implemented for future reference and to ultimately compile a procedures handbook for office operations.
- Vendors' lists and other contacts are documented and re-organized.
- Banking services are expanded to include electronic deposits from the Town Office, including check scanning. Past banking and credit card statements were reconciled.
- Several Human Resource issues were resolved.

- During this period staff responded to 13 requests under the Virginia Freedom of Information Act (FOIA).
- An addendum was negotiated with The Berkley Group to expand planning and zoning services to include staffing the Planning Commission and Architectural Review Board Meetings.
- A meeting was held to discuss billing disputes with a contractor.
- Maintenance issues at two rental properties are being addressed.
- 11 resumes for Clerk/Treasurer and 34 resumes for Town Manager were received, reviewed and correlated. The Interim Manager met informally with several candidates to answer questions and tour the Town. Council conducted two interviews with Town Manager Candidates.
- Budget status reports were prepared and distributed to the Finance Committee
- Exploring various funding options for the Town Center Development.

Respectfully Submitted,



Jerry M. Schiro,
Interim Town Manager



TO: Town of Haymarket Town Council
SUBJECT: Business & Community Relations Report - Denise Andrews
DATE: 11/07/16

ATTACHMENTS:

- Museum Report 11 November - 2016 (PDF)

TO: TOWN COUNCIL
FROM: DENISE ANDREWS
SUBJECT: BUSINESS & COMMUNITY RELATIONS REPORT – NOVEMBER 2016
DATE: 10/26/2016

Please see the November 2016 Business & Community Relations Report attached.

Museum Lighting Ceremony

Every night in November the Town's Museum will be lit "Purple" in honor of National Alzheimer's Disease Awareness Month. Jane Priest, Regional Manager, Programs & Services for Alzheimer's Association, will speak on Alzheimer's disease and its effects on the people living with it and those who care for them.

Town of Haymarket Farmers' Market

Every Saturday from 8 am until 2 pm you can visit the Haymarket's Farmers' Market. All of our vendors are required to sell Virginia Grown products.

- French pastries
- Locally grown beef, poultry, and eggs
- Homemade pies and cakes
- Virginia grown plants and flowers including holiday wreaths in November and December

Coffee & Conversation

On Monday, November 21st at 8:30 am, the Town will host its last coffee and conversation for the calendar year. Topics for discussion:

- Introduction of Susannah Smith, Town Planner/Zoning Administrator
- Police Department updates by Chief Eric Noble
- Town Holiday Celebration

Christmas in Haymarket

Set in the year 1943, Museum visitors will enjoy a glimpse into the past by stepping into the home of a middle-class family during WWII. Visitors can learn how they dined and decorated their homes during the holidays. The "faux" dinner display will feature accurate replicas of dishes and table settings that would have been used during that time.

Haymarket Holiday Celebration 2016

The Town of Haymarket will host its 26th annual Holiday Party on Saturday, December 3rd from 3 pm until 6 pm. Festivities will include:

- Tree lighting ceremony at 5:30 pm
- Entertainment by local preschools
- Holiday cookie decorating station
- "Taste of Haymarket"
- Hot chocolate & hot cider
- Make your own s'mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus
- Tour the 1943 Christmas display at the Museum



TO: Town of Haymarket Town Council
SUBJECT: Move to Enter into Closed Session
DATE: 11/07/16

Move to enter into closed session pursuant to 2.2-3711 A

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 11/07/16

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.