



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 3, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Consent Agenda

- A. Surplus Property - Firearms - Greg Smith
- B. Surplus Property - Rifle - Greg Smith
- C. Town Events Coordination
- D. Department Reports
  - A. Engineer's Report - Holly Montague
  - B. Planner's Report - Marchant Schneider
  - C. Police Report - Greg Smith
  - D. Building Official's Report - Joe Barbeau, Jr.
  - E. Treasurer's Report - Sherrie Wilson
  - F. Museum Report - Denise Hall
  - G. Town Manager's Report - Brian Henshaw
- E. Minutes Acceptance
  - A. Mayor and Council - Special Meeting - Sep 23, 2014 8:00 PM
  - B. Mayor and Council - Work Session - Sep 29, 2014 5:00 PM
  - C. Mayor and Council - Regular Meeting - Oct 10, 2014 6:00 PM
  - D. Mayor and Council - Work Session - Oct 27, 2014 5:00 PM
  - E. Committee - Personnel - Committee - Oct 15, 2014 12:00 PM
  - F. Committee - Finance - Committee - Oct 15, 2014 1:30 PM

### 6. Public Hearing

- A. SUP #20141007 Lovely Rita's Cupcakes - 6864 Saint Paul Drive

### 7. Agenda Items

- A. Special Use Permit #20141007 - Marchant Schneider
- B. Sign Ordinance Assessment
- C. Dominion Virginia Power
- D. Veterans' Day 2014
- E. Harrover Property RFP - Engineering Services
- F. Architectural Review Board Appointment
- G. Planning Commission Appointment
- H. On-Call Planning Services

### 8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

### 9. Councilmember Time

- A. Chris Morris
- B. Pam Swinford

- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

## **10. Adjournment**



TO: Town of Haymarket Town Council  
 SUBJECT: Surplus Property - Firearms  
 DATE: 11/03/14

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**SUBJECT:** Disposal of Town Asset

**ISSUE:** PD has possession of various firearms; not suitable for departmental use.

**BACKGROUND:**

- In the Police Department's property system, there are 13 firearms deemed unsuitable for departmental use.
- Over a period of many years, the majority were turned over to the Department for disposal. In some cases, it was because of an unstable home situation.
- For others, the circumstances under which they came into the Department's possession are unclear.
- The Virginia Department of Forensic Science, the agency that operates the state crime laboratory system, has a system in place to accept firearms from law enforcement agencies. These become a part of their reference "library" for forensic testing needs.

**DISCUSSION:**

- Though no committee meeting was held, members of the Safety Committee have been briefed on this recommendation and concur that this is an appropriate action.
- At this time, Council is being asked to authorize the Interim Chief of Police to proceed with disposal as outlined.

**INTERIM POLICE CHIEF'S COMMENTS: (October 20, 2014)**

- The nature of the item requires careful consideration to ensure the disposal is in accordance with state law concerning disposal of public property,
- These firearms are not exceptionally valuable, either by make/model or the condition they are currently in. I believe the revenue gained by attempting to sell or trade them would be negligible. Moreover, they are not of a "collectable/valuable" nature. This affords little assurance they would not end up in the wrong hands and used for criminal activity.
- Being donated to the laboratory system, rather than outright destruction, is mutually beneficial to the criminal justice system.

**POTENTIAL QUESTIONS:**

- Why are they not useful to the Police Department?
- Why does the Town not simply offer them for sale in a more conventional method, such as to the highest bidder?

**BUDGET IMPACT:**

- None.

**RECOMMENDATION:**

Safety Committee Chair recommends the Interim Chief proceed with the donation as outlined.

**MOTION:**

**Motion of Approval:**

I move to authorize the Interim Chief of Police to proceed with the disposal of the listed firearms as outlined.

**Motion of Denial:**

I move to deny the authorization because...

**ATTACHMENTS:**

- Firearms for Destruction in Evidence Room (PDF)

Firearms for Disposal in Evidence Room

| <u>Make</u> | <u>Model</u>           | <u>Serial Number</u> | <u>Caliber</u> |
|-------------|------------------------|----------------------|----------------|
| Colt        | Cobra                  | 23405-LW             | .38 cal        |
| Colt        | Cobra                  | F27153               | .38 cal        |
| Crossman    | 622 Pell Clip Repeater | None Found           | .22 cal        |
| Hi Point    | Model C9               | P1556290             | 9mm            |
| JC Higgins  | 103.18                 | None Found           | .22 cal        |
| JC Higgins  | 103.228                | None Found           | .22 cal        |
| JC Higgins  | 583.17                 | None Found           | 12 ga          |
| Marlin      | Glenfield Mod.10       | 22751470             | .22 cal        |
| Marlin      | Model 80               | None Found           | .22 cal        |
| Pumpmaster  | 760                    | None Found           | .177 BB        |
| Remington   | Model 1917             | 169732               | .30-06 cal     |
| Ruger       | 10/22                  | 246-26693            | .22 cal        |
| Stevens     | Model 59A              | None Found           | 410 ga         |

Attachment: Firearms for Destruction in Evidence Room (2107 : Surplus Property - Firearms)



TO: Town of Haymarket Town Council  
 SUBJECT: Surplus Property - Rifle  
 DATE: 11/03/14

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**SUBJECT:** Disposal of Town Asset

**ISSUE:** PD has possession of rifle; not suitable for departmental use.

**BACKGROUND:**

- At least ten years ago, a local firearms dealer (Collectable Arms International) donated a ArmaLite AR-180B rifle to the Police Department.
- At the time, it was perceived a useful asset in the event of a sustained firefight against suspect(s) with heavier weapons.
- In the ensuing years, there is a greater availability of police patrol rifles in the immediate vicinity of Town.
- This rifle is not compatible with the rifles of the nearby agencies. It is not an ideal model of rifle for police patrol use.
- By its nature, the disposal of a rifle by a law enforcement agency must be under appropriately narrow conditions.
- The original donor is agreeable to facilitating the sale of the rifle, utilizing normal dealer/collector networks; and the requisite federal registration transfer, and to then return the proceeds to the Town. The only anticipated expense that would be deducted will be any shipping costs.

**DISCUSSION:**

- Though no committee meeting was held, members of the Safety Committee have been briefed on this recommendation and concur that this is an appropriate action.
- At this time, Council is being asked to authorize the Interim Chief of Police to proceed with disposal as outlined.

**INTERIM POLICE CHIEF'S COMMENTS: (October 20, 2014)**

- The nature of the item requires careful consideration to ensure the disposal is in accordance with state law concerning disposal of public property, as well as federal firearms regulations concerning transfer. The fact the original donor, a licensed federal firearms dealer, is agreeable to handle the sale and transfer is very helpful to the Town.
- I have researched various firearms websites and the listed prices are consistent with the estimate quoted by the donor (approximately \$1,000.).

**POTENTIAL QUESTIONS:**

- Why is it no longer useful to the Police Department?
- Why does the Town simply offer it for sale in a more conventional method, such as to the highest bidder?

**BUDGET IMPACT:**

- The net effect would be a gain as one-time revenue.

**RECOMMENDATION:**

Safety Committee Chair recommends the Interim Chief proceed with the sale as outlined.

**MOTION:****Motion of Approval:**

I move to authorize the Interim Chief of Police to proceed with the disposal of the ArmaLite rifle in the manner described, with the proceeds from the sale to be returned to the General Fund.

**Motion of Denial:**

I move to deny the authorization because...



TO: Town of Haymarket Town Council  
 SUBJECT: Town Events Coordination  
 DATE: 11/03/14

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**ISSUE:** Current contract expires for Event Coordinators at the end of the year, sub-committee tasked with making recommendation for future events coordination efforts.

**BACKGROUND:**

- Council created a sub-committee to discuss the possibilities of bringing events coordination back under Town Administration or continue working with a third party event coordinator.
- The sub-committee met on Wednesday October 22, at 10am.
- The committee discussed the positives and negatives to moving in either direction.
- The committee agreed that the events have been successful and felt there is a need to continue offering events to residents of the Town and surrounding areas.
- The committee also agreed that there are benefits and drawbacks to moving in either direction.
- The committee tasked the Town Manager with generating a general report and recommendation based up the consensus of the group.

**DISCUSSION:**

- The recommendation and decision comes down to privatization and rather the Town intends to bid out the services of Event Coordination or prefer to bring the responsibility back in house under our administration.
- The event coordination under the administration's control changes the focus of sponsorships and places a higher value on the events "breaking even" opposed to turning a profit. The Town can better set the scale of each event in an attempt to make each event unique while at the same time creating positive opportunities for local businesses to be showcased.
- Under third party control, the event coordination focuses more on a higher level of communication and coordination with hired individual or company in order to achieve the Town's desired outcomes. Third party coordinators may have better outside sources to advertise and promote each event and the event coordination does not take time away from the administrative staff's daily responsibilities.

**TOWN MANAGER'S COMMENTS: (October 27, 2014)**

- It is easy to determine that in this particular case there is, "no one right answer". Either direction has its set of positives and negatives.
- The decision really rests with needing a direction for me to recommend a path in which the Council can achieve its desired goals with regard to Town sponsored events.
- Bringing event coordination under the Town's administration may mean the creation of new positions, which would have budget impacts; however it could also lead to better control and increased levels of assessing accountability.
- Based upon the desire of the sub-committee, we could open up an "EOI" (Expression of Interest) for third party consultants to offer a proposal of interest in coordinating our events.
- The Committee would like to know if this is a direction the Council would like to pursue.
- This process would add time to the overall process and would most likely mean we cannot move forward in either direction until after the New Year.

**POTENTIAL QUESTIONS:**

- Do we want to release an EOI?
- Why does this create a delay in time for getting started?



- What is the staff's opinion to bringing the coordination back "in house"?

**RECOMMENDATION:**

It is recommended that the event coordination be brought back under the administration.

**MOTION:****Motion of Approval:**

I move to have the events coordination be handled under the Town Administration and task the Town Manager to come back to the Council with a proposal of how events coordination will be handled by the staff.

**Alternate Motion of Approval:**

I move to have the staff issue an EOI (Expression of Interest) out for advertisement to determine the level of interest of third party event coordinators for the Town of Haymarket in order to better assess our options with regard to utilizing third party coordination or having the administration handle all event coordination.

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- Event Coordination Sub-Committee Minutes (October 22, 2014) (PDF)

**Town of Haymarket Event Coordination Sub-Committee  
Minutes  
Wednesday, October 22, 2014 (10:00a.m.)**

The Town of Haymarket Event Coordination Sub-Committee held their meeting on Wednesday, October 22, 2014 at 10:00 a.m.

**Attendees:**

Councilman, Christopher Morris  
Councilman, Joe Pasanello  
Councilwoman, Pam Swinford

**Absent:****Staff Present:**

Denise Hall, Museum Curator/ Adm. Asst.  
Brian Henshaw, Town Manager  
Jennifer Preli, Town Clerk  
Sherrie Wilson, Town Treasurer

**Also Present:****Call to Order:**

Having no designated chair, Town Manager, Brian Henshaw called the meeting to order.

**Briefing:**

- Council created a sub-committee to discuss the possibilities of bringing events coordination back under Town Administration or continue working with a third party event coordinator.
- The sub-committee met on Wednesday October 22, at 10am.
- The committee discussed the positives and negatives to moving in either direction.
- The committee agreed that the events have been successful and felt there is a need to continue offering events to residents of the Town and surrounding areas.
- The committee also explored the various options, including a "hybrid" of events coordination where the Town would hire out for the coordination of Haymarket Day due to the size and growth of the event, but coordinate all other events "in house".
- The committee felt that this may make coordination disjointed and create a lack of consistency.
- The committee tasked the Town Manager with generating a general report and recommendation based up the consensus of the group.

Having no other topics to discuss, the committee ended the meeting at 11:45am.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Engineer's Report  
 DATE: 11/03/14

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### **Enhancement Project**

- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion.
- The Contractor submitted a Request for Contract Time Extension per the contract documents on August 28, 2014. The Engineer coordinated with the Town Attorney and sent a response to their request on October 13, 2014. We are waiting to see if they accept the response or choose to appeal it.
- A letter was given to Ms. Leonard outlining what we will do to fix her concrete aprons. We are awaiting her acceptance and a price from the Contractor for this work.

### **I-66 Widening Project**

- The Old Carolina Road bridge was closed on September 22 (the Monday after Haymarket Day) and is scheduled to be closed through Spring of 2016.

### **I-66/Rte 15 Interchange Project**

- A Citizen's Information Meeting to present the Diverging Diamond Interchange concept to the public scheduled for October 29, 2014 at Battlefield High School, from 6:00 pm to 8:00 pm with a presentation at 6:30 pm. The Town Engineer will attend.
- VDOT has stated they will evaluate the Town Council's requests for pedestrian bridges and a stopped condition at the westbound I-66 on-ramp when they are evaluating the Citizen's Information Meeting comments.

### **Access Improvements to the Southern Railway Caboose**

- Staff is working with VDOT for guidance to solicit quotes.

### **Pedestrian Improvement Project (Connelly Money) - Extending Sidewalk on Jefferson Street**

- The survey is complete, environmental coordination and design has begun.
- Preliminary Plans are expected in November.

### **Site Plans**

See Planner's Report.



TO: Town of Haymarket Town Council  
 SUBJECT: Planner's Report  
 DATE: 11/03/14

### November Planner Report

Zoning Permits. For the month of October, Staff processed several zoning permits for farm market and office use

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the recommended revisions by the Council is expected early next year.

Development Plan Review Status. Please see below.

| PROJECT NAME  | DESCRIPTION  | STATUS  |
|---|--|---|
| <b>HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES</b> | Site plan upgrades associated with enclosure of loading bays   | Applicant's third submission under review by staff  |
| <b>ROBINSON'S PARADISE REZONING</b>                                 | Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes                      | Awaiting Applicant response   |
| <b>HAYMARKET SELF STORAGE</b>                                       | Special use permit and site plan for outdoor storage of vehicles and equipment                             | Awaiting Applicant response   |
| <b>SHEETZ REBUILD</b>   | Special use permit, zoning text amendment, and site plan for rebuild of convenience store and pump islands | Awaiting Applicant's response to staff's first submission comments                            |
| <b>CHIC-FIL-A</b>   | Special use permit, zoning text amendment, and site plan for fast food restaurant with drive thru          | Awaiting Applicant response to SUP review. Revised site plan amendment under review by staff. |
| <b>HAYMARKET ICE RINK FINAL SITE PLAN</b>                           | Site plan for addition of second ice rink  | Awaiting Applicant response   |
| <b>HAYMARKET INDUSTRIAL PARK / PARCEL B / ROSE</b>                  | Site plan upgrades associated with change of use   | Inactive  |



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 11/03/14

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**ATTACHMENTS:**

- 11-2014 Police Department Report (PDF)



## Town Police Statistics for July, August, & September 2014

| Activity                 | July   | August  | September |
|--------------------------|--------|---------|-----------|
| Mileage                  | 4180   | 5221    | 4878      |
| Parking Tickets          | 4      | 5       | 3         |
| Uniform Traffic Summons` | 88     | 93      | 91        |
| Criminal Felony          | 1      | 1       | 0         |
| Criminal Misdemeanor     | 1      | 5       | 6         |
| Reports                  | 7      | 7       | 11        |
| Complaints               | 287    | 338     | 376       |
| Crashes                  | 3      | 2       | 3         |
| Hours Worked             | 912.55 | 1106.35 | 918.25    |

During the month of September 2014, the Haymarket Police Department participated in the following:

- Annual Haymarket Day Event
- Officers conducted foot patrols
- Some members attended Company Picnic
- Donna attended Law Enforcement Symposium 29<sup>th</sup> and 30<sup>th</sup> and accepted Click It or Ticket Award for department
- Officer Jason Davis attended 2 day training for Drug Interdiction

### Activity Stats for September 2014 Haymarket Police Department

- |                             |   |
|-----------------------------|---|
| 1. Suspicious Person = 13   | 20. Animal Cruelty = 1 (Dog left in unattended vehicle) |
| 2. Phone Scam = 1           | 21. Burglary = 1  |
| 3. Solicitors = 1           | 22. Parking Violation = 7                               |
| 4. Suspicious Vehicles = 5  | 23. Business Checks = 8                                 |
| 5. Grand Larceny = 1        | 24. Disorderly = 2                                      |
| 6. Dog at Large = 1         | 25. Hit and Run = 1                                     |
| 7. Alarms = 2               | 26. Missing Juvenile = 1                                |
| 8. Assisted RR = 1          | 27. Domestic = 1  |
| 9. Assisted Middletown = 1  | 28. Fraud = 1   |
| 10. Accidents = 8           | 29. Trespassing = 2                                     |
| 11. Panhandler = 1          | 30. Drugs = 5   |
| 12. RD BOL = 2              | 31. Foot Patrol = 14                                    |
| 13. DUI = 1                 | 32. Open Door = 1                                       |
| 14. Assist VSP = 4          | 33. Drug Arrest = 1                                     |
| 15. Assist PWC = 7          |   |
| 16. Citizen Assist = 7      |   |
| 17. Traffic Obstruction = 4 |   |
| 18. Assist PWCSO = 1        |   |
| 19. Motorist Assist = 6     |   |



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 11/03/14

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## Inspections Report for October 2014

### Permits Issued

- October 22: Permits Issued to perform interior repairs and modifications at 6710 Jefferson Street (Masonic Hall), in an 'at risk ' nature. This means though we are allowing work to begin, no occupancy permit will be issued until Site Plan review has been accepted by the ZBA. If this site plan does not conform the permittee understands that the non-conforming work may have to be removed. This is allowable under the code, to allow a project to begin while awaiting board review.

### Certificates of Occupancy Issued:

- No Certificates of Occupancy have been issued this month.

### Inspections:

- October 1:
  - Final Inspection performed at 14724 Alexandra's Keep on the installation of a deck at that location. This work has been approved.
- October 15:
  - Final Inspection was performed on work to replace defective columns at the Old Post Office building. This work was approved
- October 22:
  - Final Inspection for work to install a light pole at 6612 James Madison Highway was performed and the work has been approved.

### Document Review:

- No documents for review at this time

### Actions:

- No Actions were required this month.

### Recommendations:

- No recommendations at this time.

### Other:

- Though this has been a particularly quiet month, there are still projects that are on-going in town. One whole house renovation is nearing completion, and work at the Old Pace West School building is almost complete. No significant issues have cropped up that have required this

departments action.





TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 11/03/14

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- The current Year-to-Date Profit & Loss and Balance Sheet reports are attached. There are a few line items that are over in Town Administration, Public Safety, and the Museum. However, the overall category budget amount is fine. Overall, the Budget as a whole is on target. These overages on specific line items are being tracked.
- The Town Manager, Town Council Member Joe Pasanello, and Sherrie Wilson, Acting Treasurer, will be attending the VACo/VML Virginia Investment Pool Annual Meeting on October 24, 2014. As of this report date, October 22, 2014, our current Market Value of our \$100,000 investment is \$100,336.10.
- Street Scape Expense Update: The signed contract with Finley Asphalt was for \$1,663,470.03. To date, we have made 10 payments, to a total of \$879,796.88. The remaining out-of-pocket cost to the Town is approximately \$800,000.00.

**ATTACHMENTS:**

- (2) Treasurer Report - Profit and Loss Detailed (PDF)
- (3) Treasurer Report- Profit and Loss Collapsed Report (PDF)

3:18 PM  
 10/22/14  
 Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 7/2014 - 10/22/2014

| Ordinary Income/Expense                    | Jul '14 - Jun 15  | Budget              | % of Budget  |
|--|-------------------|---------------------|--------------|
| <b>Income</b>                              |                   |                     |              |
| <b>GENERAL PROPERTY TAXES</b>              |                   |                     |              |
| Real Estate - Current                      | 287,968.68        | 292,415.00          | 98.5%        |
| Real Estate - Delinquent                   | 0.00              | 0.00                | 0.0%         |
| Public Service Corp RE Tax                 | 7,888.88          | 9,000.00            | 87.7%        |
| Personal Property Tax                      | 408.91            | 0.00                | 100.0%       |
| Penalties - All Property Taxes             | 0.00              | 500.00              | 0.0%         |
| Interest - All Property Taxes              | 79.72             | 1,000.00            | 8.0%         |
| <b>Total GENERAL PROPERTY TAXES</b>        | <b>296,346.19</b> | <b>302,915.00</b>   | <b>97.8%</b> |
| <b>OTHER LOCAL TAXES</b>                   |                   |                     |              |
| Sales Tax Receipts                         | 29,025.39         | 85,000.00           | 34.1%        |
| Meals Tax - Current                        | 156,560.14        | 500,000.00          | 31.3%        |
| Consumer Utility Tax                       | 30,792.34         | 100,000.00          | 30.8%        |
| Bank Stock Tax                             | 0.00              | 22,000.00           | 0.0%         |
| Business License Tax                       | 3,266.26          | 140,000.00          | 2.3%         |
| Cigarette Tax                              | 66,890.75         | 250,000.00          | 26.8%        |
| <b>Total OTHER LOCAL TAXES</b>             | <b>286,534.88</b> | <b>1,097,000.00</b> | <b>26.1%</b> |
| <b>PERMITS,FEES &amp; LICENSESES</b>       |                   |                     |              |
| Occupancy Permits                          | 100.00            | 600.00              | 16.7%        |
| Inspection Fees                            | 3,015.00          | 10,000.00           | 30.2%        |
| Other Planning & Permits                   | 2,900.00          | 25,000.00           | 11.6%        |
| Application Fees                           | 550.00            | 2,500.00            | 22.0%        |
| Motor Vehicle Licenses                     | 318.00            | 1,000.00            | 31.8%        |
| <b>Total PERMITS,FEES &amp; LICENSESES</b> | <b>6,883.00</b>   | <b>39,100.00</b>    | <b>17.6%</b> |
| <b>FINES &amp; FORFEITURES</b>             |                   |                     |              |
| Fines                                      | 7,386.98          | 75,000.00           | 9.8%         |
| <b>Total FINES &amp; FORFEITURES</b>       | <b>7,386.98</b>   | <b>75,000.00</b>    | <b>9.8%</b>  |
| <b>REVENUE FROM COMMONWEALTH</b>           |                   |                     |              |
| Communications Tax                         | 42,288.81         | 120,000.00          | 35.2%        |
| Department of Fire Programs                | 1,000.00          | 8,000.00            | 12.5%        |
| 599 Law Enforcement Grant                  | 7,092.00          | 28,368.00           | 25.0%        |
| DEQ Grant                                  | 0.00              | 1,000.00            | 0.0%         |
| Personal Property Tax Reimburse            | 18,626.97         | 18,630.00           | 100.0%       |
| Car Rental Reimbursement                   | 1,520.38          | 4,500.00            | 33.8%        |
| DMV Grant                                  | 968.43            | 8,500.00            | 11.4%        |
| Railroad Rolling Stock                     | 1,473.26          | 1,500.00            | 98.2%        |
| <b>Total REVENUE FROM COMMONWEALTH</b>     | <b>72,969.85</b>  | <b>190,498.00</b>   | <b>38.3%</b> |
| <b>REVENUE FROM LOCAL GOVERNMENT</b>       |                   |                     |              |
| <b>Categoric Aid</b>                       |                   |                     |              |
| Grants                                     |                   |                     |              |
| Other                                      | 17,957.08         |                     |              |
| <b>Total Grants</b>                        | <b>17,957.08</b>  |                     |              |
| <b>Total Categoric Aid</b>                 | <b>17,957.08</b>  |                     |              |
| <b>Total REVENUE FROM LOCAL GOVERNMENT</b> | <b>17,957.08</b>  |                     |              |
| <b>MISCELLANEOUS REVENUE</b>               |                   |                     |              |
| Miscellaneous                              | 42.50             |                     |              |
| <b>Total MISCELLANEOUS REVENUE</b>         | <b>42.50</b>      |                     |              |
| <b>MISCELLANEOUS</b>                       |                   |                     |              |
| Sale of Salvage & Surplus                  | 0.00              | 500.00              | 0.0%         |
| Recovered Costs - Events                   | 3,253.77          | 10,000.00           | 32.5%        |
| Interest on Bank Deposits                  | 11.71             |                     |              |
| Penalties (Non-Property)                   | 298.01            |                     |              |
| Citations & Accident Reports               | 665.00            | 1,000.00            | 66.5%        |
| <b>Total MISCELLANEOUS</b>                 | <b>4,228.49</b>   | <b>11,500.00</b>    | <b>36.8%</b> |

Attachment: (2) Treasurer Report - Profit and Loss Detailed (2100 : Treasurer's Report)

3:18 PM  
10/22/14  
Accrual Basis

### Town of Haymarket Profit & Loss Budget vs. Actual 7/2014 - 10/22/2014

|  | Jul '14 - Jun 15    | Budget              | % of Budget  |
|--|---------------------|---------------------|--------------|
| <b>RENTAL (USE OF PROPERTY)</b>          |                     |                     |              |
| Suite 110 Rental Income                  | 15,009.07           | 45,260.00           | 33.2%        |
| Suite 200 Rental Income                  | 16,803.72           | 80,155.00           | 21.0%        |
| Suite 204 Rental Income                  | 0.00                | 0.00                | 0.0%         |
| 15020 Wash St Rental Income              | 13,562.52           | 40,700.00           | 33.3%        |
| 6630 Jefferson St Rental Income          | 13,562.25           | 39,100.00           | 34.7%        |
| Town Hall Rental Income                  | 1,250.00            | 2,000.00            | 62.5%        |
| <b>Total RENTAL (USE OF PROPERTY)</b>    | <b>60,187.56</b>    | <b>207,215.00</b>   | <b>29.0%</b> |
| INTEREST ON BANK DEPOSITS                | 719.13              |                     |              |
| TRANSFER OF CASH RESERVES                | 0.00                | 724,757.00          | 0.0%         |
| SAFETY LU/MAP 21 GRANT                   | 386,916.54          | 590,479.00          | 65.5%        |
| CABOOSE ENHANCEMENT GRANT                | 0.00                | 30,800.00           | 0.0%         |
| PEDESTRIAN IMPROVEMENT GRANT             | 6,169.00            | 90,000.00           | 6.9%         |
| <b>Total Income</b>                      | <b>1,146,341.20</b> | <b>3,359,264.00</b> | <b>34.1%</b> |
| <b>Gross Profit</b>                      | <b>1,146,341.20</b> | <b>3,359,264.00</b> | <b>34.1%</b> |
| <b>Expense</b>                           |                     |                     |              |
| <b>01 - ADMINISTRATION</b>               |                     |                     |              |
| <b>11100 - TOWN COUNCIL</b>              |                     |                     |              |
| Salaries & Wages - Regular               | 10,950.00           | 21,750.00           | 50.3%        |
| FICA/Medicare                            | 598.23              | 1,600.00            | 37.4%        |
| Unemployment Insurance                   | 136.51              | 1,000.00            | 13.7%        |
| Mileage Allowance                        | 347.20              | 1,500.00            | 23.1%        |
| Meals and Lodging                        | 1,784.55            | 2,500.00            | 71.4%        |
| Convention & Education                   | 1,081.89            | 3,000.00            | 36.1%        |
| Town Elections                           | 0.00                | 0.00                | 0.0%         |
| <b>Total 11100 - TOWN COUNCIL</b>        | <b>14,898.38</b>    | <b>31,350.00</b>    | <b>47.5%</b> |
| <b>12110 - TOWN ADMINISTRATION</b>       |                     |                     |              |
| Salaries/Wages-Regular                   | 53,968.38           | 164,430.00          | 32.8%        |
| Salaries/Wages - Overtime                | 3,099.61            | 8,000.00            | 38.7%        |
| Salaries/Wages - Part Time               | 27,621.41           | 71,050.00           | 38.9%        |
| FICA/Medicare                            | 8,545.30            | 18,788.00           | 45.5%        |
| VRS                                      | 4,409.67            | 12,000.00           | 36.7%        |
| Health Insurance                         | 8,755.12            | 30,550.00           | 28.7%        |
| Life Insurance                           | 192.62              | 1,000.00            | 19.3%        |
| Disability Insurance                     | 463.75              | 1,600.00            | 29.0%        |
| Unemployment Insurance                   | 136.83              | 1,975.00            | 6.9%         |
| Worker's Compensation                    | 3,607.00            | 300.00              | 1,202.3%     |
| Liability Insurance                      | 8,478.00            | 9,000.00            | 94.2%        |
| Accounting Services                      |                     |                     |              |
| Consultants                              | 57.00               |                     |              |
| Accounting Services - Other              | 3,014.52            | 55,000.00           | 5.5%         |
| <b>Total Accounting Services</b>         | <b>3,071.52</b>     | <b>55,000.00</b>    | <b>5.6%</b>  |
| Cigarette Tax Administration             | 1,763.11            | 6,000.00            | 29.4%        |
| Printing & Binding                       | 3,211.87            | 5,700.00            | 56.3%        |
| Advertising                              | 3,132.52            | 10,000.00           | 31.3%        |
| Computer, Internet & Website Svc         | 10,285.99           | 19,400.00           | 53.0%        |
| Postage                                  | 1,087.21            | 2,500.00            | 43.5%        |
| Telecommunications                       | 2,583.85            | 3,700.00            | 69.8%        |
| Mileage Allowance                        | 546.59              | 1,500.00            | 36.4%        |
| Meals & Lodging                          | 3,019.81            | 3,000.00            | 100.7%       |
| Convention & Education                   | 835.00              | 4,000.00            | 20.9%        |
| Books, Dues & Subscriptions              | 678.88              | 3,500.00            | 19.4%        |
| Office Supplies                          | 1,566.12            | 4,400.00            | 35.6%        |
| Capital Outlay-Machinery/Equip           | 12,965.42           | 21,000.00           | 61.7%        |
| 66900 - Reconciliation Discrepancies     | 317.75              |                     |              |
| Miscellaneous                            | 271.85              |                     |              |
| <b>Total 12110 - TOWN ADMINISTRATION</b> | <b>164,615.18</b>   | <b>458,393.00</b>   | <b>35.9%</b> |
| <b>12210 - LEGAL SERVICES</b>            |                     |                     |              |
| Legal Services                           | 46,814.62           | 110,000.00          | 42.6%        |
| <b>Total 12210 - LEGAL SERVICES</b>      | <b>46,814.62</b>    | <b>110,000.00</b>   | <b>42.6%</b> |

Attachment: (2) Treasurer Report - Profit and Loss Detailed (2100 : Treasurer's Report)

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Accrual Basis

### Town of Haymarket Profit & Loss Budget vs. Actual 7/2014 - 10/22/2014

|  | Jul '14 - Jun 15  | Budget            | % of Budget  |
|--|-------------------|-------------------|--------------|
| 12240 · INDEPENDENT AUDITOR              |                   |                   |              |
| Auditing Services                        | 0.00              | 15,000.00         | 0.0%         |
| <b>Total 12240 · INDEPENDENT AUDITOR</b> | <b>0.00</b>       | <b>15,000.00</b>  | <b>0.0%</b>  |
| <b>Total 01 · ADMINISTRATION</b>         | <b>226,328.18</b> | <b>614,743.00</b> | <b>36.8%</b> |
| 03 · PUBLIC SAFETY                       |                   |                   |              |
| 31100 · POLICE DEPARTMENT                |                   |                   |              |
| Salaries & Wages - Regular               | 129,327.09        | 348,544.00        | 37.1%        |
| Salaries & Wages - Overtime              | 1,959.09          | 15,000.00         | 13.1%        |
| Salaries & Wages - Part Time             | 0.00              | 500.00            | 0.0%         |
| FICA/MEDICARE                            | 7,772.47          | 28,154.00         | 27.6%        |
| VRS                                      | 3,699.25          | 21,500.00         | 17.2%        |
| Health Insurance                         | 14,896.85         | 55,000.00         | 27.1%        |
| Life Insurance                           | 247.28            | 5,000.00          | 4.9%         |
| Disability Insurance                     | 501.34            | 3,200.00          | 15.7%        |
| Unemployment Insurance                   | 345.60            | 2,800.00          | 12.3%        |
| Workers' Compensation Insurance          | 0.00              | 8,000.00          | 0.0%         |
| Line of Duty Act Insurance               | 1,521.00          | 2,000.00          | 76.1%        |
| Legal Services                           | 6,317.11          | 15,500.00         | 40.8%        |
| Repairs & Maintenance                    | 4,109.15          | 2,000.00          | 205.5%       |
| Maintenance Service Contracts            | 0.00              | 0.00              | 0.0%         |
| Advertising                              | 0.00              | 250.00            | 0.0%         |
| Electrical Services                      | 1,017.67          | 5,500.00          | 18.5%        |
| Heating Services                         | 0.00              | 0.00              | 0.0%         |
| Computer, Internet & Website             | 1,553.43          | 5,000.00          | 31.1%        |
| Postage                                  | 135.08            | 300.00            | 45.0%        |
| Telecommunications                       | 2,849.30          | 5,900.00          | 48.3%        |
| General Prop Ins (Veh. & Bldg)           | 10,436.00         | 8,000.00          | 130.5%       |
| Mileage Allowance                        | 269.09            | 250.00            | 107.6%       |
| Meals and Lodging                        | 85.32             | 500.00            | 17.1%        |
| Convention & Education                   | 350.00            | 500.00            | 70.0%        |
| Misc - Discretionary Fund                | 1,066.20          | 1,000.00          | 106.6%       |
| Books Dues & Subscriptions               | 5,292.00          | 5,000.00          | 105.8%       |
| Office Supplies                          | 2,699.41          | 3,500.00          | 77.1%        |
| Vehicle Fuels                            | 4,838.04          | 25,000.00         | 19.4%        |
| Vehicle/Powered Equip Supplies           | 2,476.73          | 32,000.00         | 7.7%         |
| Uniforms & Police Supplies               | 1,384.04          | 8,000.00          | 17.3%        |
| Grant Expenditures                       | 0.00              | 8,500.00          | 0.0%         |
| Capital Outlay-Machinery/Equip           | 0.00              | 10,000.00         | 0.0%         |
| <b>Total 31100 · POLICE DEPARTMENT</b>   | <b>205,148.54</b> | <b>626,398.00</b> | <b>32.8%</b> |
| 34100 · BUILDING OFFICIAL                | 20,650.00         | 65,000.00         | 31.8%        |
| 32100 · FIRE & RESCUE                    |                   |                   |              |
| Contributions to other Govt Ent          | 0.00              | 8,000.00          | 0.0%         |
| <b>Total 32100 · FIRE &amp; RESCUE</b>   | <b>0.00</b>       | <b>8,000.00</b>   | <b>0.0%</b>  |
| <b>Total 03 · PUBLIC SAFETY</b>          | <b>225,798.54</b> | <b>699,398.00</b> | <b>32.3%</b> |
| 04 · PUBLIC WORKS                        |                   |                   |              |
| 43200 · REFUSE COLLECTION                |                   |                   |              |
| Trash Removal Contract                   | 18,025.32         | 71,000.00         | 25.4%        |
| <b>Total 43200 · REFUSE COLLECTION</b>   | <b>18,025.32</b>  | <b>71,000.00</b>  | <b>25.4%</b> |

Attachment: (2) Treasurer Report - Profit and Loss Detailed (2100 : Treasurer's Report)

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Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
**7/2014 - 10/22/2014**

|  | Jul '14 - Jun 15 | Budget           | % of Budget  |
|--|------------------|------------------|--------------|
| <b>43100 - MAINT OF 15000 Wash St./Grounds</b>       |                  |                  |              |
| Repairs/Maintenance Services                         | 6,943.53         | 35,500.00        | 19.6%        |
| Maint Svc Contract-Pest Control                      | 240.00           | 2,000.00         | 12.0%        |
| Maint Svc Contract - Public Wks                      | 13,778.36        | 18,000.00        | 76.5%        |
| Maint Svc Contract-Landscaping                       | 15,981.00        | 15,000.00        | 106.5%       |
| Maint Svc Contract Snow Removal                      | 0.00             | 4,000.00         | 0.0%         |
| Maint Svc Cont- Street Cleaning                      | 3,638.75         | 10,500.00        | 34.7%        |
| Electric Services                                    | 926.97           | 3,500.00         | 26.5%        |
| Electrical Services-Streetlight                      | 475.77           | 2,600.00         | 18.3%        |
| Water & Sewer Services                               | 79.57            | 400.00           | 19.9%        |
| General Property Insurance                           | 0.00             | 2,800.00         | 0.0%         |
| Janitorial Supplies                                  | 218.74           | 1,000.00         | 21.9%        |
| <b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b> | <b>42,282.69</b> | <b>95,300.00</b> | <b>44.4%</b> |
| <b>43201 - RENTAL PROPERTY - SUITE 110</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 136.00           | 2,000.00         | 6.8%         |
| Electrical Services                                  | 926.96           | 3,000.00         | 30.9%        |
| Water and Sewer Services                             | 79.57            | 400.00           | 19.9%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 500.00           | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 750.00           | 0.0%         |
| <b>Total 43201 - RENTAL PROPERTY - SUITE 110</b>     | <b>1,142.53</b>  | <b>7,150.00</b>  | <b>16.0%</b> |
| <b>43202 - RENTAL PROPERTY - SUITE 200</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| Electrical Services                                  | 926.96           | 3,000.00         | 30.9%        |
| Water and Sewer Services                             | 79.56            | 400.00           | 19.9%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 1,000.00         | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43202 - RENTAL PROPERTY - SUITE 200</b>     | <b>1,006.52</b>  | <b>6,400.00</b>  | <b>15.7%</b> |
| <b>43203 - RENTAL PROPERTY - SUITE 204</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| Electrical Services                                  | 926.92           | 3,000.00         | 30.9%        |
| Water and Sewer Services                             | 79.55            | 400.00           | 19.9%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 150.00           | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43203 - RENTAL PROPERTY - SUITE 204</b>     | <b>1,006.47</b>  | <b>5,550.00</b>  | <b>18.1%</b> |
| <b>43204 - RENTAL PROPERTY - 15020 WASH ST</b>       |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 1,000.00         | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43204 - RENTAL PROPERTY - 15020 WASH ST</b> | <b>0.00</b>      | <b>3,000.00</b>  | <b>0.0%</b>  |
| <b>43205 - RENTAL PROPERTY-HULFISH HOUSE</b>         |                  |                  |              |
| Repairs/Maintenance Services                         | 136.00           | 1,000.00         | 13.6%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 400.00           | 0.0%         |
| Repairs/Maintenance Supplies                         | 0.00             | 500.00           | 0.0%         |
| <b>Total 43205 - RENTAL PROPERTY-HULFISH HOUSE</b>   | <b>136.00</b>    | <b>2,400.00</b>  | <b>5.7%</b>  |
| <b>43206 - 14710 WASHINGTON STREET</b>               |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| Electrical Services                                  | 114.90           | 1,000.00         | 11.5%        |
| Gas Services   | 65.29            | 1,000.00         | 6.5%         |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Repair & Maintenance Supplies                        | 0.00             | 500.00           | 0.0%         |
| <b>Total 43206 - 14710 WASHINGTON STREET</b>         | <b>180.19</b>    | <b>4,000.00</b>  | <b>4.5%</b>  |

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 Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 7/2014 - 10/22/2014

|   | Jul '14 - Jun 15 | Budget           | % of Budget  |
|---|------------------|------------------|--------------|
| <b>RENTAL PROPERTY - 14740 Wash St</b>          |                  |                  |              |
| Repairs/Maintenance Services                    | 280.00           | 500.00           | 56.0%        |
| General Property Insurance                      | 0.00             | 500.00           | 0.0%         |
| Repairs/Maintenance Supplies                    | 0.00             | 1,000.00         | 0.0%         |
| <b>Total RENTAL PROPERTY - 14740 Wash St</b>    | <u>280.00</u>    | <u>2,000.00</u>  | <u>14.0%</u> |
| <b>Total 04 · PUBLIC WORKS</b>                  | 64,059.72        | 196,800.00       | 32.6%        |
| <b>07 · PARKS, REC &amp; CULTURAL</b>           |                  |                  |              |
| <b>71110 · EVENTS</b>                           |                  |                  |              |
| Contractual Services                            | 2,223.68         | 7,500.00         | 29.6%        |
| <b>Total 71110 · EVENTS</b>                     | <u>2,223.68</u>  | <u>7,500.00</u>  | <u>29.6%</u> |
| <b>72200 · MUSEUM</b>                           |                  |                  |              |
| Salaries & Wages - Part Time                    | 5,138.39         | 20,300.00        | 25.3%        |
| FICA/Medicare                                   | 385.56           | 1,500.00         | 25.7%        |
| VRS   | 277.20           | 1,300.00         | 21.3%        |
| Health Insurance                                | 393.23           | 3,450.00         | 11.4%        |
| Life Insurance                                  | 0.00             | 120.00           | 0.0%         |
| Disability Insurance                            | 42.35            | 225.00           | 18.8%        |
| Unemployment Insurance                          | 0.00             | 200.00           | 0.0%         |
| Workers' Comp Insurance                         | 0.00             | 25.00            | 0.0%         |
| Repairs & Maintenance Services                  | 8,962.73         | 6,500.00         | 137.9%       |
| Advertising                                     | 398.80           | 1,500.00         | 26.6%        |
| Electrical Services                             | 176.58           | 900.00           | 19.6%        |
| Heating Services                                | 264.00           | 1,200.00         | 22.0%        |
| Water & Sewer Services                          | 89.50            | 300.00           | 29.8%        |
| Postage   | 0.00             | 100.00           | 0.0%         |
| Telecommunications                              | 510.75           | 2,200.00         | 23.2%        |
| General Property Insurance                      | 0.00             | 500.00           | 0.0%         |
| Convention & Education                          | 0.00             | 500.00           | 0.0%         |
| Mileage Allowance                               | 37.52            | 100.00           | 37.5%        |
| Books, Dues & Subscriptions                     | 70.00            | 500.00           | 14.0%        |
| Office Supplies                                 | 525.66           | 500.00           | 105.1%       |
| Repair & Maintenance Supplies                   | 0.00             | 500.00           | 0.0%         |
| Exhibits & Programs                             | 54.97            | 2,000.00         | 2.7%         |
| Capital Outlay-Furn/Fixtures                    | 3,318.00         | 12,000.00        | 27.7%        |
| Dues & Subscriptions                            | 0.00             | 0.00             | 0.0%         |
| <b>Total 72200 · MUSEUM</b>                     | <u>20,645.24</u> | <u>56,420.00</u> | <u>36.6%</u> |
| <b>Total 07 · PARKS, REC &amp; CULTURAL</b>     | 22,868.92        | 63,920.00        | 35.8%        |
| <b>08 · COMMUNITY DEVELOPMENT</b>               |                  |                  |              |
| <b>81100 · PLANNING COMMISSION</b>              |                  |                  |              |
| Salaries & Wages - Regular                      | 1,230.00         | 5,000.00         | 24.6%        |
| FICA/Medicare                                   | 102.51           | 300.00           | 34.2%        |
| Consultants                                     | 12,750.00        | 30,000.00        | 42.5%        |
| Mileage Allowance                               | 0.00             | 1,000.00         | 0.0%         |
| Meals & Lodging                                 | 0.00             | 1,500.00         | 0.0%         |
| Convention/Education                            | 0.00             | 2,000.00         | 0.0%         |
| Books/Dues/Subscriptions                        | 0.00             | 750.00           | 0.0%         |
| <b>Total 81100 · PLANNING COMMISSION</b>        | <u>14,082.51</u> | <u>40,550.00</u> | <u>34.7%</u> |
| <b>81110 · ARCHITECTURAL REVIEW BOARD</b>       |                  |                  |              |
| Salaries & Wages - Regular                      | 690.00           | 3,750.00         | 18.4%        |
| FICA/Medicare                                   | 65.41            | 300.00           | 21.8%        |
| Mileage Allowance                               | 0.00             | 1,000.00         | 0.0%         |
| Meals & Lodging                                 | 0.00             | 1,000.00         | 0.0%         |
| Convention & Education                          | 0.00             | 1,000.00         | 0.0%         |
| Books/Dues/Subscriptions                        | 0.00             | 500.00           | 0.0%         |
| <b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b> | <u>755.41</u>    | <u>7,550.00</u>  | <u>10.0%</u> |
| <b>Total 08 · COMMUNITY DEVELOPMENT</b>         | 14,837.92        | 48,100.00        | 30.8%        |

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 7/2014 - 10/22/2014

|   | Jul '14 - Jun 15          | Budget              | % of Budget          |
|---|---------------------------|---------------------|----------------------|
| <b>09 · NON-DEPARTMENTAL</b>                      |                           |                     |                      |
| <b>95100 · DEBT SERVICE</b>                       |                           |                     |                      |
| General Obligation Bond                           | 173,608.78                | 196,818.00          | 88.2%                |
| <b>Total 95100 · DEBT SERVICE</b>                 | <u>173,608.78</u>         | <u>196,818.00</u>   | <u>88.2%</u>         |
| <b>Total 09 · NON-DEPARTMENTAL</b>                | 173,608.78                | 196,818.00          | 88.2%                |
| <b>94100 · WASH ST. ENHANCEMENT PROJECT</b>       |                           |                     |                      |
| Beautification                                    | 0.00                      | 12,000.00           | 0.0%                 |
| Maintenance                                       | 200.00                    | 18,000.00           | 1.1%                 |
| Street Scape Construction                         | 544,228.23                | 752,410.00          | 72.3%                |
| <b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b> | <u>544,428.23</u>         | <u>782,410.00</u>   | <u>69.6%</u>         |
| <b>94101 · CABOOSE ENHANCEMENT PROJECT</b>        |                           |                     |                      |
| Construction                                      | 0.00                      | 38,500.00           | 0.0%                 |
| <b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>  | <u>0.00</u>               | <u>38,500.00</u>    | <u>0.0%</u>          |
| <b>TOWN CENTER MASTER PLAN</b>                    |                           |                     |                      |
| Construction                                      | 0.00                      | 400,000.00          | 0.0%                 |
| Architectural/Engineering Fees                    | 0.00                      | 100,000.00          | 0.0%                 |
| <b>Total TOWN CENTER MASTER PLAN</b>              | <u>0.00</u>               | <u>500,000.00</u>   | <u>0.0%</u>          |
| <b>HARROVER MASTER PLAN</b>                       |                           |                     |                      |
| Drafting of Plan                                  | 0.00                      | 50,000.00           | 0.0%                 |
| <b>Total HARROVER MASTER PLAN</b>                 | <u>0.00</u>               | <u>50,000.00</u>    | <u>0.0%</u>          |
| <b>PEDESTRIAN IMPROVEMENT PROJECT</b>             |                           |                     |                      |
| Architectural/Engineering Fees                    | 16,997.00                 | 90,000.00           | 18.9%                |
| <b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>       | <u>16,997.00</u>          | <u>90,000.00</u>    | <u>18.9%</u>         |
| General Reserve                                   | 0.00                      | 78,575.00           | 0.0%                 |
| <b>PERSONNEL</b>                                  |                           |                     |                      |
| <b>EMPLOYEE BENEFITS</b>                          |                           |                     |                      |
| 6560 · Payroll Processing Fees                    | 418.14                    |                     |                      |
| <b>Total EMPLOYEE BENEFITS</b>                    | <u>418.14</u>             |                     |                      |
| <b>Total PERSONNEL</b>                            | <u>418.14</u>             |                     |                      |
| <b>Total Expense</b>                              | <u>1,289,345.43</u>       | <u>3,359,264.00</u> | <u>38.4%</u>         |
| <b>Net Ordinary Income</b>                        | <u>-143,004.23</u>        | <u>0.00</u>         | <u>100.0%</u>        |
| <b>Net Income</b>                                 | <u><u>-143,004.23</u></u> | <u><u>0.00</u></u>  | <u><u>100.0%</u></u> |

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 Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 7/2014 - 10/22/2014

|                                      | Jul '14 - Jun 15    | Budget              | % of Budget   |
|--------------------------------------|---------------------|---------------------|---------------|
| <b>Ordinary Income/Expense</b>       |                     |                     |               |
| <b>Income</b>                        |                     |                     |               |
| GENERAL PROPERTY TAXES               | 296,346.19          | 302,915.00          | 97.8%         |
| OTHER LOCAL TAXES                    | 286,534.88          | 1,097,000.00        | 26.1%         |
| PERMITS,FEES & LICENESES             | 6,883.00            | 39,100.00           | 17.6%         |
| FINES & FORFEITURES                  | 7,386.98            | 75,000.00           | 9.8%          |
| REVENUE FROM COMMONWEALTH            | 72,969.85           | 190,498.00          | 38.3%         |
| REVENUE FROM LOCAL GOVERNMENT        | 17,957.08           |                     |               |
| MISCELLANEOUS REVENUE                | 42.50               |                     |               |
| MISCELLANEOUS                        | 4,228.49            | 11,500.00           | 36.8%         |
| RENTAL (USE OF PROPERTY)             | 60,187.56           | 207,215.00          | 29.0%         |
| INTEREST ON BANK DEPOSITS            | 719.13              |                     |               |
| TRANSFER OF CASH RESERVES            | 0.00                | 724,757.00          | 0.0%          |
| SAFETY LU/MAP 21 GRANT               | 386,916.54          | 590,479.00          | 65.5%         |
| CABOOSE ENHANCEMENT GRANT            | 0.00                | 30,800.00           | 0.0%          |
| PEDESTRIAN IMPROVEMENT GRANT         | 6,169.00            | 90,000.00           | 6.9%          |
| <b>Total Income</b>                  | <b>1,146,341.20</b> | <b>3,359,264.00</b> | <b>34.1%</b>  |
| <b>Gross Profit</b>                  | <b>1,146,341.20</b> | <b>3,359,264.00</b> | <b>34.1%</b>  |
| <b>Expense</b>                       |                     |                     |               |
| 01 - ADMINISTRATION                  | 226,328.18          | 614,743.00          | 36.8%         |
| 03 - PUBLIC SAFETY                   | 225,798.54          | 699,398.00          | 32.3%         |
| 04 - PUBLIC WORKS                    | 64,059.72           | 196,800.00          | 32.6%         |
| 07 - PARKS, REC & CULTURAL           | 22,868.92           | 63,920.00           | 35.8%         |
| 08 - COMMUNITY DEVELOPMENT           | 14,837.92           | 48,100.00           | 30.8%         |
| 09 - NON-DEPARTMENTAL                | 173,608.78          | 196,818.00          | 88.2%         |
| 94100 - WASH ST. ENHANCEMENT PROJECT | 544,428.23          | 782,410.00          | 69.6%         |
| 94101 - CABOOSE ENHANCEMENT PROJECT  | 0.00                | 38,500.00           | 0.0%          |
| TOWN CENTER MASTER PLAN              | 0.00                | 500,000.00          | 0.0%          |
| HARROVER MASTER PLAN                 | 0.00                | 50,000.00           | 0.0%          |
| PEDESTRIAN IMPROVEMENT PROJECT       | 16,997.00           | 90,000.00           | 18.9%         |
| General Reserve                      | 0.00                | 78,575.00           | 0.0%          |
| PERSONNEL                            | 418.14              |                     |               |
| <b>Total Expense</b>                 | <b>1,289,345.43</b> | <b>3,359,264.00</b> | <b>38.4%</b>  |
| <b>Net Ordinary Income</b>           | <b>-143,004.23</b>  | <b>0.00</b>         | <b>100.0%</b> |
| <b>Net Income</b>                    | <b>-143,004.23</b>  | <b>0.00</b>         | <b>100.0%</b> |

Attachment: (3) Treasurer Report- Profit and Loss Collapsed Report (2100 : Treasurer's Report)





TO: Town of Haymarket Town Council  
SUBJECT: Museum Report  
DATE: 11/03/14

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**ATTACHMENTS:**

- Museum Report November - 2014 (2) (PDF)

## **2014 – “Quilts As Art” Exhibit**

The Haymarket Museum hosted its 2<sup>nd</sup> annual quilt exhibit. On exhibit were over 75 quilts representing more than 9 different techniques and challenge patterns. In addition to the quilts the museum show cased an antique hand crank sewing machine as well as an antique coal run iron.

### **Updates:**

- The quilt exhibit ran 5 consecutive weekends starting September 20<sup>th</sup> through October 19<sup>th</sup>.
- The quilt exhibit was advertised in the September 5<sup>th</sup>, September 19<sup>th</sup> and October 3<sup>rd</sup> edition of the Bull Run Observer.
- The quilt exhibit was advertised in the Battlefield H.S. football program where over 350 programs were distributed during the first 4 home games.
- Flyers were distributed and displayed in fabric stores in Manassas, Warrenton, and Vienna.

## **2014 – Oktoberfest**

Saturday, October 18<sup>th</sup> marked our 4<sup>th</sup> annual Oktoberfest. The Museum welcomed over 60 visitors that day. The Haymarket Quilters were available to answer questions and demonstrate quilting techniques to the visitors.

## **Christmas in Haymarket**

Set in the year 1825, Museum visitors will enjoy a glimpse in the past on what the “locals” would dine on and decorate their homes during the holidays. The “faux” dinner display will feature accurate replicas of dishes and table settings that would have been used in the early 1800’s in Virginia.

## **Museum Attendance for October 2014**

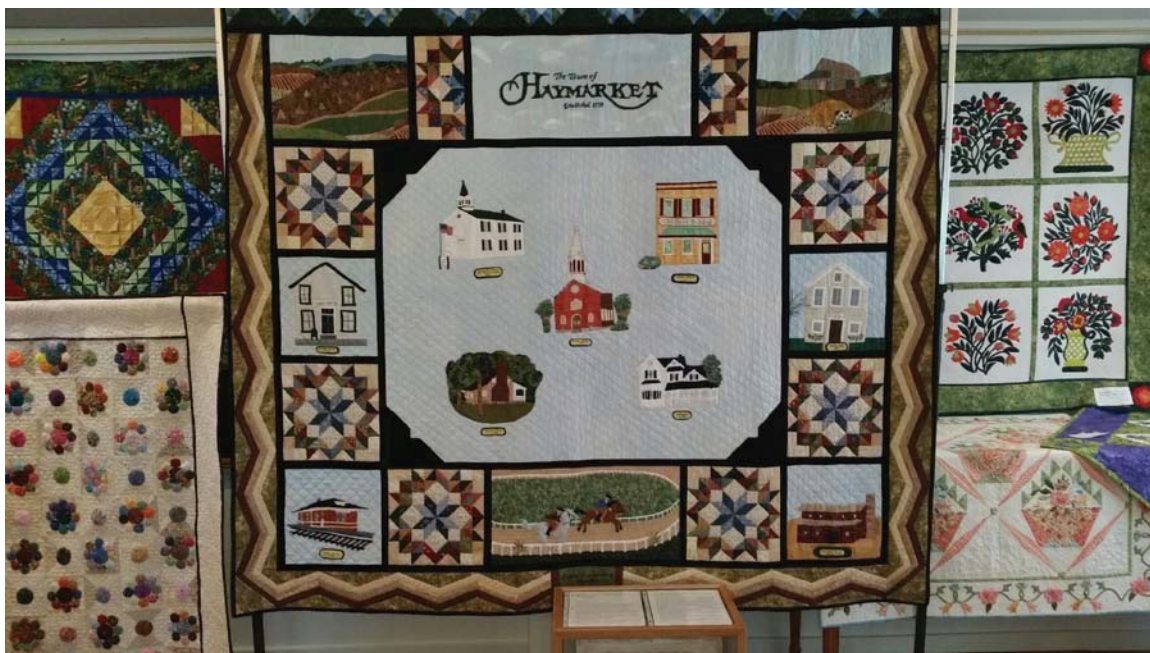
10/4 & 10/5 – 23 visitors

10/11& 10/12 - 30 visitors

10/18\* & 10/19 – 75 visitors

10/25 & 10/26 – TBD

\*Denotes Oktoberfest



The Town of Haymarket quilt.

All of the buildings in the Town quilt can be seen today with the exception of the train station.



Attachment: Museum Report November - 2014 (2) (2102 : Museum Report)

Antique hand crank sewing machine from the early 1900's.



Machine quilted Holiday quilts.





The five smaller quilts were from the “curve challenge” quilting class.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 11/03/14

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**Action Items:**

**Harrover Property Master Plan:**

- Report and recommendation are included in your packet.

**On-Call Planning Services:**

- Staff conducted final interview this afternoon and I will have a report and recommendation in your Regular Commission meeting packet.

**Updates:**

**Museum Roof Replacement:**

- The roofing company has been notified of the award of the roofing work and they should be out in a couple of weeks to complete the work, 2<sup>nd</sup> or 3<sup>rd</sup> week of November.

**Sub-committee meetings:**

- The minutes from the Personnel and Finance committee meetings are included in your packet.
- The Public Facilities committee did not meet this month but will continue to work on creating draft criteria with regard to working with tenants and lease agreements. At this time, the Town Manager is still gathering samples of such policies.

**Fall Retreat:**

- Wednesday, October 29<sup>th</sup> and Thursday October 30<sup>th</sup> from 4pm- 9pm at the Museum..

**Business Open House:**

- Scheduled for Tuesday, November 18<sup>th</sup> - 8am-9:30am at the Town Office.

**Policies and Procedures Review:**

- With the previous Council I have begun reviewing and revising several policies.
- I intend to pick this up where I left it with them and I will work within the committees as they are appropriate.
- This process is to better identify and define our policies and procedures.



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 23, 2014

8:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 8:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

### 2. Roll Call

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Absent, Councilman Chris Morris: Present, Councilman Kurt Woods: Absent, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 3. Agenda Items

#### A. Dominion Virginia Power 230KV Transmission Lines

The Mayor invited Jim Napoli, President of Somerset HOA and Chair of the Haymarket Planning Commission, Bob Weir. Unfortunately, Mr. Napoli was not able to attend this evening.

#### Bob Weir, Chair, Haymarket Planning Commission

Mr. Weir and the Planning Commission plan to adopt a draft report at the November meeting. Dominion has assured the Planning Commission that will not submit the proposed route to the State Corporation Commission until late November. It appears to him that the sole need for these lines is for the Amazon Data Center.

Mr. Napoli provided an email that was distributed to the Council prior to the meeting. It reads as follows:

Mayor Leake: I wanted to reach out and express the support of Somerset Crossing for a resolution of the Haymarket Township Council opposing the current planned route of high voltage power lines by Dominion Power. As you know, I am the President of the Somerset Crossing HOA, and our residents are outraged by the current proposal that would run the power lines through protected wetlands and within a stone's throw from our homes. Moreover, we do not like the idea of Dominion Power double or even triple stacking the power lines that currently run through historic Haymarket. Our community was planned and built to take advantage of nature the historic Township that we border.

We have already met with Dominion Power once, and are planning another meeting in October. We have also met with Supervisor Stewart, and feel that we have PWC's attention on this issue. In addition, we will be meeting with State Senator Black and State Delegate Marshall later this week. Delegate Marshall is also setting a meeting for us with VDOT to discuss right of way issues. Finally, on the political front, we will be approaching VA leadership on the Hill to the extent necessary.

As a result of these meetings, it appears that a direct route down 66 is emerging as the "preferred" route of the County and the State. Somerset Crossing would certainly support this routing of the power lines, particularly if it were underground inasmuch as the 66 option would have minimal impact to homeowners in that area and would not be routed through protected wetlands. Dominion has placed this alternate route "on the table" and we will be

Minutes Acceptance: Minutes of Sep 23, 2014 8:00 PM (Minutes Acceptance)



exploring it with Dominion at our next meeting.

Another option that has been suggested is to run the power lines through Haymarket underground. Under this approach, Dominion and their "mystery" client would be approached to help fund a dual purpose plan; namely, the construction of the power line and the renovation of Haymarket. Of course, this would take an act of your body to accomplish, but I thought it was worth mentioning.

We have also heard from two very important and influential conservation groups; namely, the Sierra Club and the Piedmont Environmental Council. The Sierra Club would like to feature our story in an upcoming newsletter and PEC has discussed with us how they may be of assistance. In addition to these groups, we have heard from other conservation groups who have expressed an initial interest in our plight.

There is much work ahead, but we are prepared to embrace that work and get the job done. I hope that you find this information hopeful and that the Township will take action against the current Dominion Power power line route.

## **Move to adopt RESOLUTION #20140923-1 Non-Support for Proposed Dominion Power Transmission and Distribution Lines**

WHEREAS, the Town of Haymarket Town Council was presented with a proposed installation of Dominion Power transmission and distribution lines through the Town and surrounding areas at our Monday, August 25, 2014 Work Session; and

WHEREAS, the Council has sought citizen input, established working relationships with elected officials throughout the County and the state to ascertain their stance on the proposal, and supported our Planning Commission in their efforts to conduct a public input session at their meeting on September 8, 2014; and

WHEREAS, the Council believes that it is of the utmost importance to inform residents of what this body deems to be the best response at this point in the process in deliberating over the proposed project; and

WHEREAS, the Council recognizes the importance of economic development opportunities for the County and the Town; and

WHEREAS, the Council values our citizens' concerns with regard to our Town's view shed, the effect on our property values, and most importantly the effects on the health, safety, and welfare of our residents and surrounding neighbors from the proposed transmission and distribution lines;

NOW THEREFORE, BE IT RESOLVED, that the Town of Haymarket **does not support the proposed** location of the Dominion Power transmission and distribution lines along the railroad tracks for the following reasons:

- The proposed alignment degrades our historic town and is inconsistent with the Town's plans and investments;
- The "double stack" distribution line along Washington Street would detract from the historic nature of the Town and is not acceptable;
- The proposed alignment has a direct effect on the environment by running through the Town's Conservation District, the state designated Resource Protection Area and the 100 Year Flood Plain.
- The proposed alignment creates a negative environmental impact to North Fork Creek and the

- already distressed Chesapeake Bay Watershed;
- The proposed alignment will have a negative impact on the property values of our residents and will create an unfavorable view shed throughout the Town;
- The proposed project creates a potential unhealthy environment and threatens the health, safety and welfare of our residents and surrounding neighbors.

BE IT FURTHER RESOLVED, that the Town of Haymarket will continue to work with Dominion Power, provided the corporation continues to show a good faith effort in acknowledging and addressing citizens' concerns and change the proposed alignment of the transmission line while at the same time making an effort to avoid creating adverse impacts to other surrounding communities as the current proposed projects egregiously affects the Town's residents and surrounding neighbors.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Pam Swinford, Councilwoman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Pam Swinford, Chris Morris, Joe Pasanello, Steve Aitken  
**ABSENT:** Matt Caudle, Kurt Woods

**B. Motion to Adjourn**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Pam Swinford, Councilwoman  
**AYES:** Pam Swinford, Chris Morris, Joe Pasanello, Steve Aitken  
**ABSENT:** Matt Caudle, Kurt Woods

Submitted:

Approved:

\_\_\_\_\_  
 Jennifer Preli, Town Clerk

\_\_\_\_\_  
 David Leake, Mayor

Minutes Acceptance: Minutes of Sep 23, 2014 8:00 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, September 29, 2014

5:00 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 5:00 PM

Vice Mayor Steve Aitken called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Absent.

### 2. Agenda Items

#### A. 15150 Washington Street - General Development Plan - Marchant Schneider

Mr. Guy Gravett is here this evening to present the Town with a generalized development plan for 15150 Washington Street (Fairgrounds)

#### B. John Marshall Commons - Marchant Schneider

Representatives for the rezoning case "John Marshall Commons" are here this evening at the request of Supervisor Pete Candland. Supervisor Candland asked for the Town's input on this rezoning application before the county. The development is located at the Town's eastern limits on Route 55.

#### C. Draft Town Council Agenda - October 10, 2014

### 3. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

### 4. Adjournment

Minutes Acceptance: Minutes of Sep 29, 2014 5:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Friday, October 10, 2014

6:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Remote, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation

Senior Pastor Don Meeks from Greenwich Presbyterian Church is here this evening to offer the invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

*No public comment*

### 5. Consent Agenda

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                         |
| <b>MOVER:</b>    | Kurt Woods, Councilman                             |
| <b>SECONDER:</b> | Matt Caudle, Councilman                            |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken |

#### A. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Sep 2, 2014 7:00 PM
- ii. Committee - Public Facilities - Committee - Sep 5, 2014 9:30 AM
- iii. Committee - Personnel - Committee - Sep 8, 2014 5:45 PM

#### B. Request to Council - Jennifer Preli

#### C. Appointment of Interim Treasurer - Brian Henshaw

#### D. Capital Improvement Expenditure - Museum Roof

#### E. Zoning Text Amendment 58-1 Definitions Zoning Administrator

#### F. Department Reports

- i. Building Official's Report - Joe Barbeau, Jr.
- ii. Engineer's Report - Holly Montague
- iii. Planner's Report - Marchant Schneider
- iv. Police Report - Greg Smith, Interim Chief of Police
- v. Treasurer's Report - Sherrie Wilson
- vi. Museum Report - Denise Hall
- vii. Town Manager's Report - Brian Henshaw

### 6. Agenda Items

#### A. 6601 Hunting Path Road - Sherrie Wilson

*Mr. Crim briefs Council that this property was sold for non-payment of taxes, both the Town and the Council. As a result of the tax sale, the property did not bring enough to pay off all of the taxes. The taxes were paid off by year. The oldest were paid off first. The Town was paid its proportionate share that were due to the Town, but because there were not enough assets in*

Minutes Acceptance: Minutes of Oct 10, 2014 6:00 PM (Minutes Acceptance)

*the property to pay off all the taxes, there remain amounts unpaid. The Town Treasurer requires action by the Council in order to write off this debt.*

WHEREAS, Real Estate Taxes to the Town of Haymarket remained unpaid from 2003 through 2013 on Parcel #103022, GPIN 7298-90-7006, located at 6701 Hunting Path Road, Haymarket, Virginia ("the Property"); and

WHEREAS, The Property was sold at judicial auction on April 18, 2014, with deed recorded July 3, 2014, but the sale proceeds were less than the amount of the unpaid taxes on the Property, leaving a deficiency of \$5,359.27 to the Town; and

WHEREAS, National Capital Christian Broadcasting, Inc., the former owner of the Property, is defunct and has no assets available to satisfy the deficiency in the unpaid taxes;

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Haymarket declares the account balance of \$5,359.27 on the Property to be uncollectible, and the Treasurer shall not include that uncollectible account balance in any list required to be prepared pursuant to Virginia Code Section 58.1-3921. This uncollectible debt shall be stricken from the books of the Treasurer as of July 3, 2014, and the Treasurer shall have no further duty to collect such tax or levy.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                         |
| <b>MOVER:</b>    | Steve Aitken, Vice Mayor                           |
| <b>SECONDER:</b> | Chris Morris, Councilman                           |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken |

## 7. Closed Session

### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A(7) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically matters involving the police department

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Pam Swinford, Councilwoman                                |
| <b>SECONDER:</b> | Chris Morris, Councilman                                  |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake |

### B. Certification of 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.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Steve Aitken, Vice Mayor                                  |
| <b>SECONDER:</b> | Pam Swinford, Councilwoman                                |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake |

### C. Council Directive

Move to direct the Town Manager, the Chief of Police and the Town Attorney to act as discussed in closed session

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                         |
| <b>MOVER:</b>    | Steve Aitken, Vice Mayor                           |
| <b>SECONDER:</b> | Kurt Woods, Councilman                             |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken |

### D. Citizens Time II

**Dottie Leonard - 14801 Washington Street**

*She is happy that the streets are drivable now. However, no one can still enter or exit her driveway. She was told she would receive something in writing regarding the repairs to her driveway. She would like to know when she will receive something in writing and when the repair will actually be done.*

*She reminds Council that there is still a question of the comprehensive plan amendment with regard to the future land use map. She would like an idea when the Council will be taking up that matter, so that Mr. Watts can get an idea of timing on his rezoning.*

## 8. Councilmember Time

### A. Chris Morris

- He knows that there are many citizens watching the meeting live or after the fact. With the presumption that there are people watching, he would like to thank the interim Chief of Police for the work that he has been doing. He thinks the Police Department is doing good work. He asks that the public extend the department some grace as they go through this transition time.
- Would like another meet and greet and proposes to extend it to our residents. He would like this to not lie dormant, so if the staff could get something scheduled and open it up to the residents.

### B. Pam Swinford

- She really enjoyed the VML Annual Conference. She references a plan in Marion Virginia that supported new businesses. They've filled most of their empty commercial spaces. The Town adopted a program to allow for special financing for start-up businesses and grant programs.
- She has received a lot of feedback from citizens and businesses from Haymarket Day traffic. She thinks the Council should think about how we are closing these roads since there are other major VDOT projects going on. The Town Manager spoke with the events coordinator and they are trying to move Oktoberfest to private property. Morris would like to hear about the plan prior to the event. He would like the opportunity that if there is a change to the dynamics of the event, for the Council to give their input.

### C. Kurt Woods

- He asks if we should have Ms. Leonard's concerns addressed at the Council's next work session. Or if we need to schedule a special work session for the Comprehensive Plan

### D. Matt Caudle

- Caudle informs that he is one of the people who told Ms. Leonard she would receive something in writing for the redesign and repair to her driveway
- This road project in Town has been a nightmare. It continues to drag on. The Haymarket Baptist Church Preschool is taking a huge hit to their operation. Town businesses must also be taking a hit
- Caudle commends Bob Weir on his extensive work on the proposed Dominion Virginia Power Transmission Line. He recommends we invite Mr. Weir to the next work session for a briefing on this matter

### E. Joe Pasanello

- He wishes the Jewish community L'Shanah Tovah and an easy fast for Yom Kippur
- He thinks it is important to have Bob Weir here, not only for the Dominion Virginia Power Lines, but also for the John Marshall Commons development proposal and the Fairgrounds proposal.
- He thinks there needs to be a broader plan with regard to the VDOT projects

### F. Steve Aitken

- He thanks the Chief of Police for the work he has done and notes he has seen a huge turn-around for the department

### G. David Leake

- Mayor Leake acknowledges Mr. Watts attendance and informs that he was just discussing the comprehensive plan matter with the Town Manager. He feels this might be a problem with the Planning Commission. He would like Mr. Weir to address why he feels Mr. Watts property should be zoned commercial. He feels the three properties in question should be zoned

properly and be consistent with the zoning of the other properties on the downtown street.

- Councilman Morris would like to know if it is possible for the police to start helping with the one-lane closures of Washington Street while this project is wrapping up. Swinford reminds that contributing to this problem is that I-66 has been dropping to one lane at various times. Pasanello feels that a little more forward thinking needs to be in place and that this needs to be looked at systematically.

## 9. Adjournment

### A. Motion to Adjourn

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                         |
| <b>MOVER:</b>    | Steve Aitken, Vice Mayor                           |
| <b>SECONDER:</b> | Pam Swinford, Councilwoman                         |
| <b>AYES:</b>     | Swinford, Caudle, Morris, Woods, Pasanello, Aitken |

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Oct 10, 2014 6:00 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 27, 2014

5:00 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 5:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. Department Reports

With the consent of the Council, the Mayor adjusts the agenda and moves the department reports as the first agenda item.

#### B. Planning Commission Brief - John Marshall Commons - Bob Weir

The Town Planner and Chairman of the Planning Commission Bob Weir briefs the Council on the John Marshall Commons rezoning application. This project is located just outside the Town's eastern limits on Route 55.

#### C. Planning Commission Brief - Transmission Lines - Bob Weir

Planning Commission Chairman Bob Weir briefs the Council on the proposed Dominion Virginia Power 230 kV transmission lines. Council asks that Mr. Weir research the reliability aspect of underground transmission lines. It is agreed that the report from the Planning Commission will be finalized at their December 8 regular meeting.

#### D. Draft Town Council Agenda - November 3, 2014

#### E. Enter into closed session

Move to enter into closed session pursuant to 2.2-3711 A(7) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically matters regarding commercial lease negotiations

**For the record:** Councilwoman Pam Swinford has recused herself from participation in the closed session, she notes a conflict of interest.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [5 TO 0]</b>                 |
| <b>MOVER:</b>    | Kurt Woods, Councilman                  |
| <b>SECONDER:</b> | Chris Morris, Councilman                |
| <b>AYES:</b>     | Caudle, Morris, Woods, Pasanello, Leake |
| <b>EXCUSED:</b>  | Steve Aitken                            |
| <b>RECUSED:</b>  | Pam Swinford                            |

#### F. Certification of 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.

**For the record:** Councilwoman Pam Swinford had recused herself from participation in the closed session, she notes a conflict of interest.

Minutes Acceptance: Minutes of Oct 27, 2014 5:00 PM (Minutes Acceptance)



|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>              |
| <b>MOVER:</b>    | Kurt Woods, Councilman                  |
| <b>SECONDER:</b> | Chris Morris, Councilman                |
| <b>AYES:</b>     | Caudle, Morris, Woods, Pasanello, Leake |
| <b>EXCUSED:</b>  | Pam Swinford, Steve Aitken              |

### 3. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

### 4. Adjournment

#### A. Motion to Adjourn

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                           |
| <b>MOVER:</b>    | Chris Morris, Councilman                             |
| <b>SECONDER:</b> | Matt Caudle, Councilman                              |
| <b>AYES:</b>     | Matt Caudle, Chris Morris, Kurt Woods, Joe Pasanello |
| <b>EXCUSED:</b>  | Pam Swinford, Steve Aitken                           |

Submitted:

Approved:

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 Jennifer Preli, Town Clerk

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 David Leake, Mayor

Minutes Acceptance: Minutes of Oct 27, 2014 5:00 PM (Minutes Acceptance)



# PERSONNEL COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, October 15, 2014

12:00 PM

Council Chambers

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 12:00 PM

Councilman Kurt Woods called the meeting to order.

### I. Call to Order

Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Town Clerk Jennifer Preli: Present, Town Manager Brian Henshaw: Present.

### II. Agenda Items

#### A. Town Manager Performance Review

- Mr. Henshaw briefly informed the committee, mainly addressing Chairman Woods and Councilman Pasanello that he had not received a review and would like to have one scheduled.
- Mr. Henshaw reminded Chairman Woods and Councilman Pasanello that he felt it would be appropriate for Mayor Leake and Vice Mayor Aitken performs the review based upon their experience with Mr. Henshaw within the first year of performance.
- Ms. Preli also expressed interest in having a performance review and requested that Mayor Leake and Vice Mayor Aitken perform the review due to their experience in working with her as the Town Clerk.
- Mr. Henshaw shared with the committee the questions and the format he utilized in performing the other staff members reviews. He also stated what the intended outcome of the format and that it is geared at starting a process that would be an ongoing process throughout the year, not just annually.
- Furthermore, he stated that he would e-mail these questions to Mayor Leake and Vice Mayor Aitken
- Councilman Pasanello discussed the importance of the performance reviews and how they should be a frequent occurrence through daily communication and feedback. Chairman Woods also discussed how they handle performance reviews at his office and how effective they were and what he did to make certain he was achieving his identified goals.
- Chairman Woods felt that was appropriate and would remind Mayor Leake and Vice Mayor Aitken schedule the performance review with Ms. Preli and Mr. Henshaw.

#### B. Future Staffing & Budget Impacts

- Mr. Henshaw briefed the committee that he is assessing the needs for additional staff and utilized examples of what some future staffing needs may be.
- He also informed the committee that the staffing needs would create an impact on the budget and that future staff positions may require the positions being funded in the next fiscal year.
- Mr. Henshaw advised the committee that this fiscal year the Police Department may end up being over budget, however he was monitoring it closely as well as the newly appointed Treasurer.

#### C. Events Coordination Update

- Mr. Henshaw informed the committee the Events Coordinator Sub-committee will be meeting on Wednesday, October 22 at 10am.
- The committee briefly discussed in general the various possibilities with regard to direction, but ultimately decided that the conversation and recommendation was up to the sub-committee.

#### D. Treasurer Position - Transition Plan

- Mr. Henshaw stated that at the request of the newly appointed Treasurer and the Town Clerk who has been handling many of the financial issues that would be transitioning to the Treasurer. Due to these changes in responsibilities, he would be coming up with a transition plan for the Treasurer.
- Mr. Henshaw provided the committee with a list of the various financial responsibilities as they

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related to the Town finances.

- Mr. Henshaw stated the importance of taking “baby steps” and that he did not want to just drop everything onto the desk of the Treasurer as some of the new responsibilities would require some time and require effort to learn these processes.
- Ms. Preli stated that she felt that there should be a timeline as the Council would be looking at making a permanent appointment in April and that the Treasurer should be performing all if not most of the financial responsibilities in order to determine if the job is right for the individual. She also felt that by applying a raise to the interim appointment that it should be treated as an incentive to move forward in an appropriate timeline.
- Mr. Henshaw agreed that there should be a transition plan and a time line. He stated that he has not had the opportunity to put it together as of yet, but understands that all the individuals involved needed to know what was being expected and when. However, Mr. Henshaw also stated that he felt that this transition is an internal administrative process and that he would report back the progress of the transition at future dates and that this transition needs to be given the proper amount of time in order to insure success.

#### **E. Town Planner/Zoning Administrator Job Description**

- Mr. Henshaw provided the committee with the draft job description of the Town Planner/ Zoning Administrator for the committee’s information.

#### **F. Personnel Policy Update**

- Mr. Henshaw briefed the committee that he has been able to begin the update; however he did not have any chapters readily available for review. He is hoping to provide Chapters for review by the next committee meeting.
- Ms. Preli offered the history on the creation of the current version of the Personnel Policy and offered to provide Mr. Henshaw with some other documentation with regard to resources for the revision.

#### **G. Holiday Bonuses**

- Mr. Henshaw inquired, per the request of the Mayor, that the Personnel Committee consider recommending Holiday Bonuses for the staff.
- Mr. Henshaw and Ms. Preli explained that this has been annual occurrence from the Council for the last several years. The bonus acts as a way to award staff in lieu of a merit raise each which has several other impacts to the overall budget. Mr. Henshaw reiterated that many jurisdictions have moved to toward one time bonuses opposed to merit or performance based raises.
- The committee briefly discussed the issue and in general did not have any concerns about the concept. They recommended the issue to the Finance Committee for their consideration.



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, October 15, 2014

1:30 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 1:30 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Treasurer Sherrie Wilson: Present, Town Manager Brian Henshaw: Present.

### 2. Public Portion

#### a. Council Pay Structure Policy/Distribution

- Mr. Henshaw stated that staff would like clarification on the intent of the Policy with regard to elected or appointed officials who serve on various committees and may attend more than 3 meetings through various committees.
- Vice Mayor Aitken stated that he meant for the policy to be inclusive of all committees and that if Council members served on various committees or appointed officials served on various committees the most they could be compensated for would be 3 meetings in a given month.
- Chairman Pasanello concurred with that statement.
- The committee briefly discussed some options but ultimately decided that it would be a rare occasion for the appointed committees of the Town and could later be amended if this presented a greater issue.
- Mr. Henshaw stated that he will get the word out the remainder of the committees.

#### b. Budget Update - Treasurer

- The Treasurer briefly updated the committee on where we are on the budget. We have run over in some line items however, we are not over in any one category in general and the overall budget is in fine shape.
- Mr. Henshaw gave some brief explanations as why he felt like we were having some overages.
- Vice Mayor Aitken did request that we create a third column in the budget print out that shows the percentage spent of the budget. He felt that this provides the committee a better idea of where we are throughout the fiscal year.
- Mr. Henshaw also informed the committee that he would be presenting budget amendments through the middle of the fiscal year.
- The committee also discussed fees, especially with regard to the BZA and Vice Mayor Aitken suggested that we look into Prince William County's fees for BZA meetings or potentially look at a "sliding scale" for fees based upon the nature of the appeal.

#### c. Transition Plan for Treasurer

- Mr. Henshaw briefed the committee that he is working on creating a transition plan for the Treasurer to inherit the majority of the financial transactions with the Town.
- Mr. Henshaw also stressed the importance of taking "baby steps" and providing Ms. Wilson adequate time to learn the position and the new responsibilities associated with the position.
- Ms. Wilson also stated she just wanted to make sure she would have the time to learn the new processes as well.
- Mr. Henshaw concluded, by stating that he felt this transition was an internal administration process and that he would provide updates to the committee in general in the months to come.

#### d. Scholarship Discussion

- Chairman Pasanello briefly discussed the issue of possibly designating funds not being accepted by the Council as newly created scholarship fund or put to investing into the community by being business start up grants or something similar.

Minutes Acceptance: Minutes of Oct 15, 2014 1:30 PM (Minutes Acceptance)

- Vice Mayor Aitken agreed in general and made similar suggestions with the use of the unused funds.
- Mr. Henshaw stated that he would get with the Town Attorney Martin Crim to determine if this process would even be possible. Furthermore he stated that in the next fiscal budget he would like to designate funds for the Council members to have to use for community requested assistance through a grants program or charitable giving so as to better increase the transparency when such requests are made to Council.

**e. Draft Audit**

- Mr. Henshaw presented the draft audit to the committee. The final draft should be ready to hand out at the next scheduled Town Council meeting

**f. VML/VACO Annual Meeting**

- Chairman Pasanello informed the committee that we would be attending our first VML/VACO Investment Pool meeting on Friday, October 24<sup>th</sup> in Richmond, Virginia.
- Chairman Pasanello inquired about how our initial investment was doing so far. Mr. Henshaw informed the committee so far we have lost a little bit of money from our original investment.
- Mr. Henshaw informed the committee that we pull the monthly statement and monitor the status of the investment online. Currently, Ms. Jennifer Preli, Town Clerk monitors the account, but it was determined that we would transition this action over to the Treasurer as well.

**g. Fiscal 2016 Budget**

- Mr. Henshaw provided the committee members with the budgetary schedule and process. He intends to hand out the budget request forms to the Council Members at the November meeting and will begin putting together the budget for Fiscal Year 2016 in January

**h. Personnel Committee Recommendation - Holiday Bonus**

- Mr. Henshaw informed the committee that Holiday Bonuses were referred to the Finance Committee from the Personnel Committee as requested by the Mayor.
- The committee briefly discussed the idea and reasoning for the bonuses.
- Chairman Pasanello requested the Town Manager to come up with a proposal for the next scheduled meeting.



TO: Town of Haymarket Town Council  
 SUBJECT: Special Use Permit #20141007  
 DATE: 11/03/14

**SUBJECT: Joint Public Hearing - SUP# 20141007, Home Occupation, 6864 Saint Paul Drive**

A request for a special use permit (home occupation) at 6864 Saint Paul Drive, Greenhill Crossing. At its October 2014 meeting, the Planning Commission scheduled a joint public hearing with the Planning Commission and Town Council for Monday, November 3, 2014.

**BACKGROUND**

Rita Saylor has applied to the Town for a special use permit, #SUP20141007, for permission to operate an in-home occupation (baking) at her home located at 6864 Saint Paul Drive. The subject property is zoned R-1 and is designated Low Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-1 district; "Sec. 58-53 (6) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

**RECOMMENDATION**

It is recommended that the Town Council and Planning Commission receive public input on this application. It is further recommended that both the Planning Commission and Town Council approve this application for special use for an in-home business to be located at 6850 Track Court.

**DRAFT MOTION(S)**

Planning Commission

1. I move that the Planning Commission recommend approval of SUP# 20141007, Lovely Rita's Cupcakes, for an in-home occupation at 6864 Saint Paul Drive as described on the special use permit application and narrative received by the Town on October 7, 2014, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations.
2. I move an alternate motion.

Town Council

- 1.a. I move that the Town Council approve SUP# 20141007, Lovely Rita's Cupcakes, for an in-home occupation at 6864 Saint Paul Drive as described on the special use permit application and narrative received by the Town on October 7, 2014, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

- 1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or

action by the Council 60 days from the giving of such notice.

OR, I move an alternate motion.

**ATTACHMENTS:**

- 6864 St Paul Drive - Lovely Rita's Cupcakes (PDF)





Date: 10/7/2014

Case #: 2014-1007 <sup>sup</sup>

Special Use Permit Application

Business Name: LOVELY RITA'S CUPCAKES Address: 6864 ST PAUL DR

Applicant's Information

Property Owner's Information

Name: RITA SAYLOR RITASAYLOR@  
Address: 6864 SAINT PAUL DR  
City: HAYMARKET, VA 20109  
State/Zip: \_\_\_\_\_  
Phone: 703-862-6624

Name: FARREN  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: WARRENTON, VA  
Phone: \_\_\_\_\_

Type of Structure:  SFD  Multi  TH Zoning District: R1 Code Section: \_\_\_\_\_

Name of Business: LOVELY RITA'S CUPCAKES  
~~Name of Business:~~ \_\_\_\_\_

Number of employees working from site: SELF ONLY  
Number of vehicles: 0 Type: 0 GVH: 0  
Number of parking spaces set aside for this activity: 0  
Total floor area of structure devoted to activity: 400 sq. ft.  
Total floor area devoted to activity MUST be the main structure, NOT any accessory Building RS (please initial you will comply)  
Will accessory storage be necessary?  Yes  No  
If so, where will it be? \_\_\_\_\_

Will the activity require any special tools or structure improvements? NO

Applicant agrees NO signage is allowed RS (please initial you will comply)

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.

Baking goods for farmer's market / resale about 20 hours weekly. zero vehicles are visiting the property.

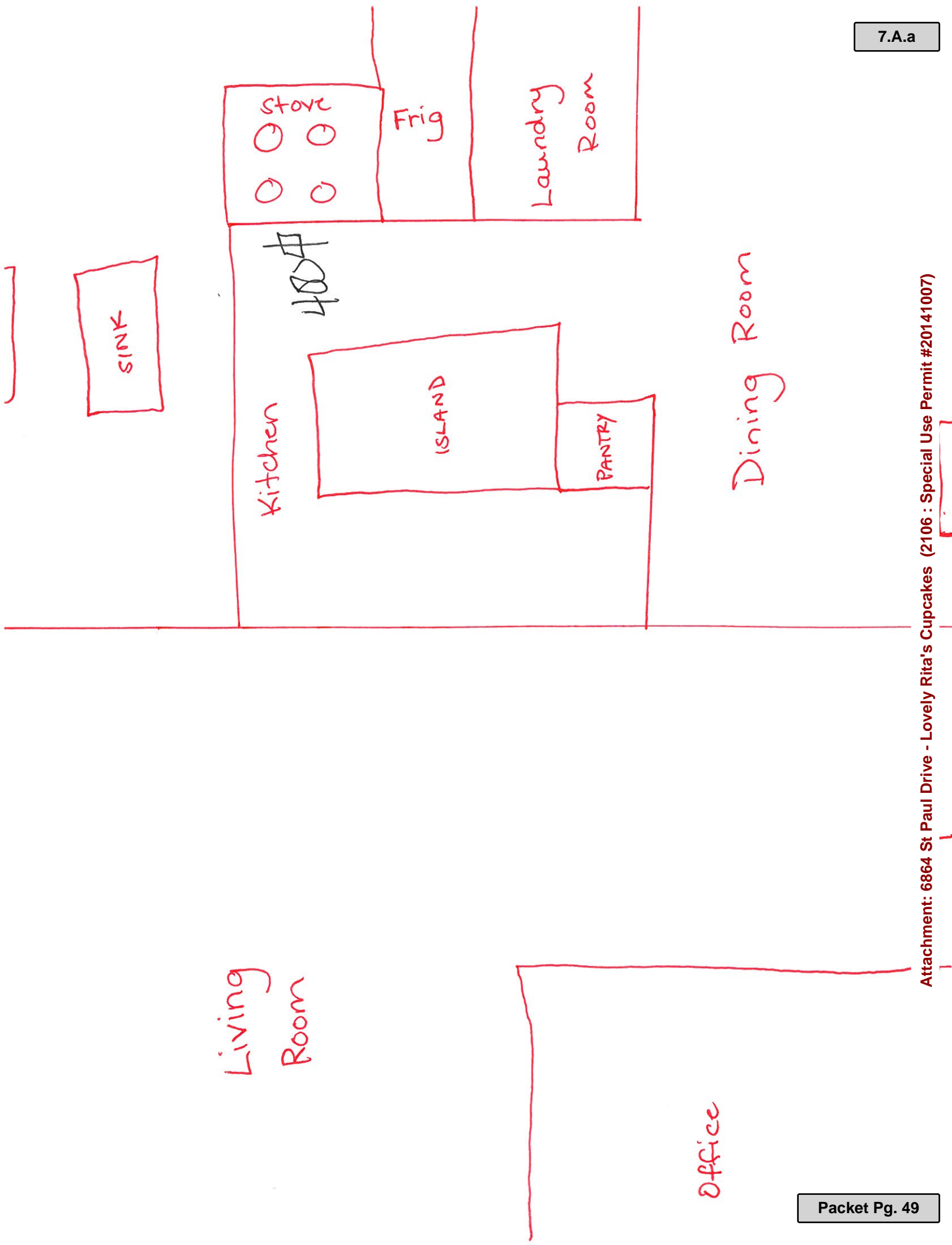
The above is a true representation of the activity and the method of operation upon approval:

Applicant Signature: Rita Saylor  
Owner's Signature: attached email

Approved  Rejected by Town Council Vote: \_\_\_\_\_ Date: \_\_\_\_\_  
Conditions: \_\_\_\_\_ Signature: \_\_\_\_\_  
Fee: 200.00 Paid: 10-7-2014 Date: \_\_\_\_\_

Attachment: 6864 St Paul Drive - Lovely Rita's Cupcakes (2106 : Special Use Permit #20141007)





Attachment: 6864 St Paul Drive - Lovely Rita's Cupcakes (2106 : Special Use Permit #20141007)

**SET BACKS**

- 1) Right Rear to back Line = 46.65'
- 2) Left Rear to back Line = 48.47'
- 3) Right rear to side prop line = 22.63'

PARCEL "A"

EX. FLOOD HAZARD AREA

**LOT 22**  
12,430 SQ. FT.

28' 7"  
24'

Deck 9'

PARCEL "A"

DWELL. #6864

BAY WIND.

LOT 23

CONC. STP.

CONC. S/W

ASPH. D/W

EX. STM. DRN. ESM'T.

EX. W/L ESM'T.

THIS SURVEY SHOULD NOT BE USED FOR BUILDING DECKS, FENCES OR OTHER SUCH STRUCTURES. ITS SOLE PURPOSE IS TO LOCATE THE HOUSE AND IMPROVEMENTS WITHIN THE BOUNDARY LINES

CABLE PED.

230.61" TO PC  
GREENHILL CROSSING DR.

**ST. PAUL DRIVE**  
(VARIABLE WIDTH)

W.M.  
L=55.86'  
R=53.00'

FLOOD ZONE NOTE: THE DWELLING SHOWN HEREON WAS NOT FOUND TO LIE WITHIN A FEMA IDENTIFIED "SPECIAL FLOOD HAZARD" AREA.  
 FLOOD INSURANCE RATE MAP: PRINCE WILLIAM CO. 01/05/95  
 COMMUNITY-PANEL NUMBER: 510121 0067 D  
 ZONE DESIGNATION: "X"

PROPERTY SUBJECT TO ALL NOTES & RESTRICTIONS AS SHOWN ON RECORD PLAT.

ALL EASEMENTS SHOWN HEREON ARE RECORDED IN D.B. 2470 AT PG. 1653 UNLESS SHOWN OTHERWISE.

Attachment: 6864 St Paul Drive - Lovely Rita's Cupcakes (2106 : Special Use Permit #20141007)

**Jennifer Preli**

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**From:** Ken Farren [kenfarren@yahoo.com]  
**Sent:** Tuesday, September 30, 2014 9:26 PM  
**To:** Jennifer Preli  
**Cc:** Ritasaylor  
**Subject:** Fw: Rita Sailor's Business Application.

Hi Jen,

Hope all is well with you.

I wanted to let you know that I have no objection to Rita Saylor having her baking business based out of my property at 6864 Saint Paul Dr. Haymarket 20169. I hope that is official enough.

Thank you.

**Sincerely,**

**Ken Farren**

***Window World***

**Cell#.....703-203-7046**

**Showroom.....703-378-7999**

**I love working for this company!!!!**

Attachment: 6864 St Paul Drive - Lovely Rita's Cupcakes (2106 : Special Use Permit #20141007)



TO: Town of Haymarket Town Council  
 SUBJECT: Sign Ordinance Assessment  
 DATE: 11/03/14

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At its October 13, 2014 meeting, the Planning Commission reviewed the final work product for a parking study commissioned by the Town Council earlier this year. EPR, P.C., in association with Herd Planning and Design and Sympoetica, presented the study to the Commission. Subsequent to the reporting of the study, the Planning Commission motioned to request that the Town Council initiate an analysis of the Town's sign ordinance, preferably as an add-on task to the existing contract for the parking study, due in part to consultant's familiarity with Town and multiple references to the sign ordinance during the consultant's discussions with stakeholders.

#### BACKGROUND

At its December 2013 meeting, the Town Council directed the Planning Commission to review the Town's parking ordinance. Parking requirements, as well as limited commercial sign options, were consistently mentioned by the business community as impediments to development within the Town. The Commission subsequently discussed the Council's directive and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis the Town's Parking Ordinance. The RFP was to include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach was deemed appropriate. The study was authorized by the Council on May 5, 2014 and the consultant delivered the final study on October 13, 2014.

#### RECOMMENDATION

Staff recommends the Town Council authorize an amendment to the EPR, P.C. contract for the Town of Haymarket Parking Ordinance and Needs Assessment to "add-on" an analysis of the Town's sign ordinance.

#### DRAFT MOTION(S)

- 1.a. I move that the Town Council authorize the Town Manager to amend the contract with EPR, P.C., in association with Herd Planning and Design and Sympoetica, for the Town of Haymarket Parking Ordinance and Needs Assessment to include add-on contract for an analysis of the Town's sign ordinance standards.

AND,

- 1.b. I further move that the Town Council appropriate and allocate funds from the \_\_\_\_\_ budget line item for the said service, not to exceed \$\_\_\_\_\_.

OR,

2. I move an alternate motion



TO: Town of Haymarket Town Council  
SUBJECT: Dominion Virginia Power  
DATE: 11/03/14

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TO: Town of Haymarket Town Council  
SUBJECT: Veterans' Day 2014  
DATE: 11/03/14

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**ATTACHMENTS:**

- Resolution 20141103-1 Veterans Day 2014 (PDF)
- BILLS-113sres479ats (PDF)

## RESOLUTION 20141103-1

RECOGNIZING VETERANS DAY 2014 AS A SPECIAL "Welcome Home Commemoration" for all who have served in the military since September 14, 2001

WHEREAS the United States, pursuant to the Authorization for Use of Military Force (Public Law 107-40), commenced a war against individuals responsible for the 9/11 attacks;

WHEREAS in the intervening 13 years, members of the United States Armed Forces have engaged in warfare around the globe, especially in Iraq and Afghanistan;

WHEREAS there have been 2,600,000 deployments to Iraq and Afghanistan and more than 500,000 soldiers have completed multiple tours;

WHEREAS over 110,000 sailors have deployed as individual augmentees in support of the war ashore and additional sailors have deployed on navy vessels serving over 180,000 days at sea, providing power projection, regional stability, and global presence;

WHEREAS over 238,000 airmen have deployed to Iraq and Afghanistan and more than 201,000 airmen have deployed to the Area of Responsibility, delivering flights in support of the war effort;

WHEREAS over 330,000 Marines have deployed afloat and ashore, ensuring peace in some of the most dangerous provinces in Iraq and Afghanistan;

WHEREAS, between January 1, 2000 and January 10, 2014 287,911 cases of traumatic brain injury (TBI), often referred to as a signature wound of the wars in Iraq and Afghanistan, were diagnosed among members of the Armed Forces, and approximately 7,100 cases were classified as severe or penetrating;

WHEREAS of the members of the Armed Forces who have been deployed to Iraq and Afghanistan since October 2001, more than 6,800 have been killed in action and more than 52,000 have been wounded in action;

WHEREAS United States Operation Iraqi Freedom and Operation New Dawn combat military operations in Iraq are complete and United States direct military operations in Afghanistan will end in 2014 as the United States transitions to a training and assistance role;

WHEREAS the sacrifices of United States servicemembers and their families during the last 13 years should be recognized by all citizens of the United States;

WHEREAS November 11, 1918, is generally regarded as the end of hostilities in World War I and Veterans Day has been a legal holiday since May 13, 1938, when it was originally dedicated as "Armistice Day" to honor veterans of World War I and was subsequently amended to honor United States veterans of all wars in 1954; and

WHEREAS November 11<sup>th</sup> is the day for the Nation to reflect on the service and sacrifice of every generation of veterans:

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket

1. Recognizes Veterans Day 2014 as a special "Welcome Home Commemoration" for all who have served in the United States Armed Forces since September 14, 2001
2. Promotes awareness of the services and contributions of all post-9/11 veterans; and
3. Encourages the citizens of the Town of Haymarket to support all who have served during this time

Done this 3rd day of November 2014.

ATTEST:



Jennifer Preli, Town Clerk

BY:

David Leake, Mayor

113<sup>TH</sup> CONGRESS  
2<sup>D</sup> SESSION

# S. RES. 479

Recognizing Veterans Day 2014 as a special “Welcome Home Commemoration” for all who have served in the military since September 14, 2001.

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## IN THE SENATE OF THE UNITED STATES

JUNE 19, 2014

Mr. KAINE (for himself, Mr. BURR, and Mr. BLUMENTHAL) submitted the following resolution; which was referred to the Committee on Veterans’ Affairs

SEPTEMBER 18, 2014

Committee discharged; considered and agreed to with an amended preamble

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## RESOLUTION

Recognizing Veterans Day 2014 as a special “Welcome Home Commemoration” for all who have served in the military since September 14, 2001.

Whereas the United States, pursuant to the Authorization for Use of Military Force (Public Law 107–40), commenced a war against individuals responsible for the 9/11 attacks;

Whereas in the intervening 13 years, members of the United States Armed Forces have engaged in warfare around the globe, especially in Iraq and Afghanistan;

Whereas there have been 2,600,000 deployments to Iraq and Afghanistan and more than 500,000 soldiers have completed multiple tours;



Whereas over 110,000 sailors have deployed as individual augmentees in support of the war ashore and additional sailors have deployed on navy vessels serving over 180,000 days at sea, providing power projection, regional stability, and global presence;

Whereas over 238,000 airmen have deployed to Iraq and Afghanistan and more than 201,000 airmen have deployed to the Area of Responsibility, delivering flights in support of the war effort;

Whereas over 330,000 Marines have deployed afloat and ashore, ensuring peace in some of the most dangerous provinces in Iraq and Afghanistan;

Whereas, between January 1, 2000, and January 10, 2014, 287,911 cases of traumatic brain injury (TBI), often referred to as a signature wound of the wars in Iraq and Afghanistan, were diagnosed among members of the Armed Forces, and approximately 7,100 cases were classified as severe or penetrating;

Whereas of the members of the Armed Forces who have been deployed to Iraq and Afghanistan since October 2001, more than 6,800 have been killed in action and more than 52,000 have been wounded in action;

Whereas United States Operation Iraqi Freedom and Operation New Dawn combat military operations in Iraq are complete and United States direct military operations in Afghanistan will end in 2014 as the United States transitions to a training and assistance role;

Whereas the sacrifices of United States servicemembers and their families during the last 13 years should be recognized by all citizens of the United States;

Whereas November 11, 1918, is generally regarded as the end of hostilities in World War I, and Veterans Day has been a legal holiday since May 13, 1938, when it was originally dedicated as “Armistice Day” to honor veterans of World War I and was subsequently amended to honor United States veterans of all wars in 1954; and

Whereas November 11th is the day for the Nation to reflect on the service and sacrifice of every generation of veterans: Now, therefore, be it

1        *Resolved*, That the Senate—

2            (1) recognizes Veterans Day 2014 as a special  
3        “Welcome Home Commemoration” for all who have  
4        served in the United States Armed Forces since Sep-  
5        tember 14, 2001;

6            (2) promotes awareness of the services and con-  
7        tributions of all post-9/11 veterans; and

8            (3) encourages communities in the United  
9        States to plan activities for Veterans Day 2014 to  
10       honor and support all who have served during this  
11       time and to provide citizens of the United States an  
12       opportunity to present unified recognition of the  
13       service and sacrifices of post-9/11 veterans.

○



TO: Town of Haymarket Town Council  
 SUBJECT: Harrover Property RFP - Planning Services  
 DATE: 11/03/14

---

**ISSUE:** Authorize Town Manager to sign agreement for recommended Consultant

**BACKGROUND:**

- The Town issued RFP on August 26, 2014 for Consulting Services for the Harrover Property Master Plan.
- On September 26<sup>th</sup> we received 2 proposals from 2 qualified firms offering their services.
- Town Planner and Town Manager reviewed the proposals and are recommending the proposal that best met the goals of the RFP.
- Both proposals were very competitive, however it was determined that one proposal stood alone in achieving the determined goals of the RFP.
- The Manager and Planner recommend moving forward with the proposal by Sympoetica.

**DISCUSSION:**

- I have the proposal this evening for your review, if anyone is interested.
- We believe that Sympoetica had the best approach, coupled with experience to deliver the Master Plan for the Harrover Property.
- The other firm, while highly qualified seemed to be creating more processes than necessary for the creation of the Master Plan and seemed to not quite grasp intent of the desired outcomes of the RFP.

**TOWN MANAGER'S COMMENTS: (October 27, 2014)**

- It is my belief that Sympoetica provides us with the most complete package to complete this project on time and within a budget.
- They also have the same ability as the other firms to add on the architectural components, visuals and preliminary engineering should we want to include that into the master planning process.

**POTENTIAL QUESTIONS:**

- How soon can the consultant proceed with the project?
- Has the Town ever worked with the consultant before?
- Will there public input as part of the Master Plan process?

**Budget Impact:**

The proposed project is budgeted in the adopted Fiscal 2015 budget and the proposal is significantly lower than the budgeted amount.

**RECOMMENDATION:**

If the recommended that the Council accept our recommendation for the implementation and execute a contract with Sympoetica for the Harrover Property Master Plan.

**MOTION:**

**Motion of Approval:**

I move to authorize the Town Manager to execute a contract proposal for the Harrover Property Master Plan with Sympoetica. Furthermore the funds for this contract shall come from the designated line item for the Harrover Master Plan.

**Motion of Denial:**

I move to ...



TO: Town of Haymarket Town Council  
SUBJECT: Architectural Review Board Appointment  
DATE: 11/03/14

---

**Subject:**

Mr. Robert Day of 6945 Jockey Club has expressed an interest in serving on the ARB; there is currently one vacancy on the board.

**Recommendation:**

It is recommended that the Town Council consider Mr. Day's appointment to the ARB

**Motion:**

Move to appoint Robert Day of 6945 Jockey Club Lane to the Architectural Review Board. The term for the appointment is November 3, 2014 - November 2, 2018



TO: Town of Haymarket Town Council  
SUBJECT: Planning Commission Appointment  
DATE: 11/03/14

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**Subject:**

Mr. James Carroll and Ms. Maureen Carroll have expressed an interest in serving on the Planning Commission; there are currently three vacancies on the Commission.

**Recommendation:**

It is recommended that the Town Council consider appointing Mr. & Ms. Carroll to the Planning Commission.

**Motion:**

Move to appoint Mr. James Carroll of 6862 Track Court to the Planning Commission for a term beginning November 3, 2014 through June 30, 2018; it is further moved to appoint Ms. Maureen Carroll to the Planning Commission for a term beginning November 3, 2014 through June 30, 2018.



TO: Town of Haymarket Town Council  
 SUBJECT: On-Call Planning Services  
 DATE: 11/03/14

**SUBJECT:** Recommendation for On-call Planning Services

**ISSUE:** Authorize Town Manager to sign agreement for recommended Consultant

**BACKGROUND:**

- The Town issued RFP on August 26, 2014 for On-Call Planning Services for the Town.
- On September 19<sup>th</sup> we received 3 proposals from 3 qualified firms offering their services.
- Town Planner and Town Manager reviewed the proposals and scheduled interviews with all three consulting firms.
- On Wednesday, October 22<sup>nd</sup> and Monday, October 27<sup>th</sup> the Town Planner and Town Manager conducted interviews with the prospective firms
- After discussing the results of the interviews and take away from each firm, the Town Manager and Town Planner arrived at a recommendation.

**DISCUSSION:**

- I have the proposals available for review, if anyone is interested.
- It was determined that the Berkley Group seems to offer us the best approach to fulfilling our needs for on-call planning services.
- Aside from being able to provide the Town with a high level of experience and knowledge, the firm also has the ability to even place personnel in our office for day to day operations, if needed.
- All of the firms are highly qualified, however the Berkley Groups approach and background with on-call planning contracts with other jurisdictions made their proposal and interview stand out.

**TOWN MANAGER'S COMMENTS: (October 29, 2014)**

- It is my belief that the Berkley Group provides us with the most complete array of experience and extensive background to complete tasks on time and on budget in whatever direction may determine is needed at the time.
- They also have the same ability as the other firms to add on sub-consultants that specialize in a particular area of expertise.
- Another component that made the Berkley Group stand out is their ability to bring someone to the office weekly to manage day to day operations if ever needed. Currently the firm is accommodating this need in a surrounding jurisdiction and we have received a positive response.
- From a budgeting standpoint, I will be proposing a budget amendment to cover the additional costs as a result of the parking study. I will work in greater detail about the budget amendment with the Finance Committee.

**POTENTIAL QUESTIONS:**

- What will be the first tasks that the On Call Consultants will working on?
- Has the Town ever worked with the consultant before?
- How long is this contract for?
- Will the hired consultants ever work with Council?

**Budget Impact:**

The proposed on call services were budgeted into the Community Development Budget for the current fiscal year. The Consultant will bill on a task by task basis.

**RECOMMENDATION:**

If the recommended that the Council accept our recommendation for the implementation and execute a contract with the Berkley Group for our On-Call Planning Services.

**MOTION:****Motion of Approval:**

I move to authorize the Town Manager to execute a contract proposal for On-Call Planning Services with the Berkley Group.

**Motion of Denial:**

I move to ...





TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 11/03/14

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The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 11/03/14

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§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: 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.