



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Friday, October 10, 2014

6:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Consent Agenda

#### 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

### 7. Closed Session

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

### 8. Councilmember Time

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

### 9. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 2, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 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. Moment of Silence

### 3. Pledge of Allegiance

### 4. Citizen's Time

**Chuck Carnahan -**

- *He thanks the Council for a great staff that has helped Longstreet Commons*
- *He thinks we are missing a great opportunity with regard to the proposed Dominion 230 KV Transmission lines. He thinks we should request Dominion to bury the Washington Street lines.*
- *In the draft resolution of the attorney contact policy, he feels we should add a revision to the last paragraph on page 15 to include the residents of the TownHe feels the residents of the Town should be included*

**John Alger - Haymarket Gainesville Business Association (HGBA)**

*He is here this evening speaking for Soki LaSada who is a resident of Haymarket. At the latest HGBA meeting they met Councilman Pasanello who invited them to attend this Council meeting. He reminds that the Town is a member of the HGBA. He looks forward to seeing everyone at Haymarket Day.*

**Ralph Ring - 14920 Greenhill Crossing Drive**

*He reminds that the Town is not one square mile, it is a quarter of a square mile. He is here mostly to talk about fiscal responsibility - Council wants to add four new positions. The ARB did not meet last month, we don't need more people. One of the people you want to bring on is Susan Edwards who resigned from the Town Council. Her resignation cost the Town money. He would not rehire someone who quit their job. With regard to the two Planning Commission, he is distressed that Councilman Caudle has missed three meetings. He reminds of Ms. Leonard's comments to the Council that the street scape engineering is flawed and that never happened during her terms on Council; he reminds that it did happen with regard to the foundations when Greenhill Crossing was built.*

**Josh Mattox - 15008 Gossom Manor Place**

*He is here to speak to the Council regarding the Council Pay Structure policy. He would like the policy denied.*

#### A. Amend the Agenda

Move to amend the agenda to add as item , and ordinance to waive late payment penalties & interest for change of real estate tax due date and to add as agenda item F, discussion of the Dominion Virginia Power 230kV transmission lines.

Minutes Acceptance: Minutes of Sep 2, 2014 7:00 PM (Minutes Acceptance)

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

## 5. Consent Agenda

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

- A. Town Credit Card Policy
- B. Zoning Administrator - Zoning Text Amendment
- C. Management of Leases - Brian Henshaw
- D. AGI-2014-108 has been moved to Councilmember Time
- E. Council Pay Structure Policy - Finance Committee
- F. Minutes Acceptance

- 1. Committee - Public Facilities - Committee - Aug 4, 2014 6:00 PM
- 2. Mayor and Council - Regular Meeting - Aug 4, 2014 7:00 PM
- 3. Committee - Personnel - Committee - Aug 6, 2014 7:30 AM
- 4. Committee - Finance - Committee - Aug 20, 2014 9:30 AM

## 6. Agenda Items

### A. Colt Bradley - Eagle Scout Project

Colt Bradley is here this evening to let the Council know he finished the re-build and replacement of the Civic Sign located at the eastern end of Town. Colt gives a big thanks to Shawn Landry who helped him with this project.

### B. Architectural Review Board Member - Pam Swinford

Move to appoint Susan Edwards of 6938 Little John Court to the Architectural Review Board for a 4-year terms beginning September 17, 2014 through September 16, 2018.

**Discussion:** *Swinford has worked with Susan before on the ARB and attests that there were circumstances that were personal, and don't need to be made public for quitting the Town Council. She has a great work ethic; she has always had the best interest for the Town. The Mayor comments that he has known her since he moved in. She is an example of a citizen that he would recommend to sit on a board. Morris supports her appointment.*

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

### C. Budget Amendment - Jennifer Preli

Move to amend the Fiscal Year 2015 Budget by reducing the General Reserves Line item by \$4,500, leaving a balance of \$78,575 and increasing the Museum: Repairs & Maintenance Line Item from \$500 to \$5,000.

**Discussion:** *Aitken comments that this has been a long time coming and needs to get done.*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

### D. Invocation Guidelines - Brian Henshaw

Move to adopt the draft invocation guidelines as presented as a parameter for which the Town

Council will conduct any invocation as part of the regular Town Council meeting.

**Discussion:** *Wood regrets that he was not in attendance for the last discussion on this matter, but he supports an invocation; he feels it reminds us that its not just about us, that it is about something bigger. He definitely supports having an invocation.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

#### E. Real Estate Tax Penalties

Move to adopt the ordinance to set the due date for the 2014 Real Estate Tax Resolution #20140902-2 as presented

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

#### F. 230kV Transmission Lines

The Mayor briefs the Council on an emergency meeting held by the Greenhill Crossing HOA and other HOA communities. The HOA's are getting together various concerns about the proposed transmission lines. A reminder that Dominion is holding a public information session on September 10 at Battlefield High School. There will be shuttle busses from Somerset available.

Council directs the Town Manager and the Town Attorney to draft a resolution presenting the Town's position on the proposed lines. Council directs the staff to schedule a special meeting of the Council for September 15, 2014 at 7:00 PM.

## 7. Department Reports

- A. Planner's Report - Marchant Schneider
- B. Treasurer's Report - Sherrie Wilson
- C. Engineer's Report - Holly Montague
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Police Report - Greg Smith
- F. Town Manager's Report - Brian Henshaw

The Town Manager reminds Council of the fall retreat for Council on September 27, 2014. Mike Chandler will be joining Council. Following the retreat will be a staff picnic, also at Sky Meadow State Park

It is necessary to reschedule the October regular meeting of the Town Council since it overlaps the VML Annual Conference. Date set for October 9, 2014 @ 7:00 PM.

The Mayor asks Tony Giuffre, PWC Electoral Board Member, to address Council. He would like for the Council to consider, for next year's Presidential Election, allowing them use of the Town Hall for in-person absentee voting for six weeks prior to election day.

## 8. 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 the Town Center Master Plan request for proposals

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or

resignation of specific public officers, appointees, or employees of any public body, specifically employees of the police department

A(29) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, specifically the contract with Finley Asphalt & Sealing

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** 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

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

#### C. Amend the Agenda

Move to amend the agenda to consider the award of the contract for the Town Center Master Plan

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

#### D. Town Center Master Plan

Move to authorize the Town Manager to execute the contract proposal for the Town Center Master Plan design and engineering with RDA Civil Engineering. It is further moved that the funds for this expenditure are to come from the designated line item Town Center Master Plan Architectural/Engineer Fees

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

## 9. Councilmember Time

#### A. Chris Morris

- Morris addresses the citizen's comment from earlier in the meeting with regard to the Attorney Contact Policy. He would like Council to consider the citizen's proposed amendment.
- He thanks the staff for the business breakfast that was held last month. He thinks this is really important to keep these meetings scheduled.
- He proposes to remove the Mayor from the public facilities committee, he recommends Ms. Swinford sit on that committee instead.

#### Councilman Morris

##### Reconsider Attorney and remove from consent

Move to reconsider the motion approving the attorney contact policy and remove the matter from the consent agenda

<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

**B. Attorney Contact Policy - Brian Henshaw**

Move to amend the attorney contact policy by adding "and citizens" to last paragraph on page two of the policy

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

**C. Pam Swinford****D. Kurt Woods****E. Matt Caudle**

He would like us to continue to push on the transmission line issue.

**F. Joe Pasanello**

He would like to address the comments received earlier from a citizen regarding this council's management style. He feels that we have a very good staff of professionals who are doing a very good job and are going to help the Council do what is right for the Town.

**Councilman Pasanello**

Move to adopt a proclamation recognizing September 2014 as Blood Cancer Awareness Month and a proclamation recognizing September 15, 2014 as Lymphoma Awareness Day

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

**G. Steve Aitken****H. David Leake****Mayor Leake**

The Mayor would like to remind the Council of the request from the Capital area food bank and from the Willing Warriors; both items are in the agenda packet this evening.

**10. Adjournment****A. Motion to Adjourn**

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

Submitted:

Approved:

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 Jennifer Preli, Town Clerk

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 David Leake, Mayor





# PUBLIC FACILITIES COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Friday, September 5, 2014

9:30 AM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 9:30 AM

called the meeting to order.

### 1. Call to Order

Councilman Chris Morris: Present, Councilwoman Pam Swinford: Present, Town Manager Brian Henshaw: Present, Town Clerk Jennifer Preli: Present.

### 2. Discussion Items

#### A. Old Post Office - Repairs

- Mr. Henshaw briefly updated the committee of the status of the replacement of the posts at the Old Post Office.
- Mr. Henshaw explained the reasons for the delays in the completion of the project and stated that the contractor would be out to perform the work within the first few weeks of September.

#### B. In-Person Absentee Voting

- Mr. Henshaw briefly explained the pros and cons with regard to holding in-person absentee voting at the Town office, but stated the importance of partnering with the Election Board for Prince William County.
- Mr. Henshaw explained how the election board for the county and Town worked on a compromise for the upcoming elections this year, by adjusting the time and closing the office at 3pm on the weekday times for absentee voting to take place, it felt by both parties that this will work.
- However, during the years of a presidential election or major state election, the Town Office would be challenged to be able to accommodate everyday operations and the influx of voters in attendance to vote at the in-person absentee voting.
- The committee decided to talk about this issue in greater detail and reach a conclusion prior to the end of the year.

#### C. Museum Roof Estimates

- In this year's fiscal budget, the replacement of the Museum roof was slated to be replaced.
- Staff has collected four (4) estimates for the roof replacement.
- Mr. Henshaw recommended going with the lowest bid for the roof replacement and stated that he would continue to follow up on the references for the bidder.
- The Committee forwarded the request to Council for the October meeting.

#### D. Establish Date & Time for Future Meetings

- The committee did not address setting a date and time for future standing meetings.
- Chairman Morris requested that Mr. Henshaw work with Mrs. Swinford to determine an available time in her weekly schedule.

#### E. Policy - Lease Adjustments & Amendments

- Council tasked the Public Facilities committee to look into creating a policy that deals with the adjustment and amendments of leases held on Town owned properties.
- Committee discussed various options and Ms. Preli suggested that we check with our insurance carrier about possible policies that they implement or other jurisdictions that they work with that may have a policy to utilize as a guide.
- The committee also discussed the value of potentially inviting a professional who is in real estate or real estate appraisal to serve as an expert in rental practices to advise the Town with regard to their rental properties.
- The committee also discussed the importance of setting up an arbitrary process to deal with any sort of delinquencies. It was determined that there should be a three tier process that would

Minutes Acceptance: Minutes of Sep 5, 2014 9:30 AM (Minutes Acceptance)

include a letter from the Town Treasurer after 45 days of an invoice, a letter from the Town Manager after 60 days of invoice that would offer payment options and a letter from the Town Attorney after 90 days of invoice that would issue a "pay or quit" notice.

- Chairman Morris, also felt that it might not be a bad idea to create a range of leasing rates for the Town Manager to work with.
- Mr. Henshaw stated that this is the importance of the market analysis, of which he is still working on obtaining.
- It was agreed that all decisions would come through the Public Facilities Committee to be forwarded to the Council as a whole, but it was also agreed that having one source for the negotiations did make logical sense.
- The committee decided that they would meet within the next couple of weeks to discuss further with the intent to have a rough draft to present at the next Council meeting.





# PERSONNEL COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, September 8, 2014

5:45 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 5:45 PM

called the meeting to order.

### 1. Call to Order

### 2. Discussion Items

Chairman Woods set the time of all future meetings to be held at 12:30pm on the Third Wednesdays of the month, as needed.

#### A. Part-Time Administrative Assistant

- Discussed in section B of the agenda.

#### B. Town Engineer - Modified Full-Time Position

- Mr. Henshaw stated that he is looking into the possibility of making the Town Engineer position a full time position, however he needs additional time to research the budget impacts.
- He has discussed this with the current part time Engineer and there is an interest.

#### C. Washington Street Coordinator Position

- Mr. Henshaw briefly shared the draft Main Street Coordinator job description and explained that this position is conceptual at this time and that he wanted more time to study the feasibility within the budget to create the full time position.
- Mr. Henshaw further recommended that the Council not consider the position until after the New Year.
- Mr. Henshaw did state that logistically this position could not be created unless we create a minimum a part time Administrative Assistant position. The current part time administrative assistant and museum curator position would be absorbed into the Main Street Coordinator position, therefore it is his position that one position cannot exist without the other.

#### D. Appointing Acting Treasurer Position

- Mr. Henshaw shared the draft Treasurer Job description.
- The committee reviewed the draft job description and went over it with Ms. Wilson and inquired if she had any questions about the description.
- Chairman Woods inquired about if there would be a performance review part of the job description.
- Mr. Henshaw stated that scheduled performance reviews would be part of the revised Personnel Policy that he is currently working.
- Councilman Pasanello inquired about compensation and the process.
- Mr. Henshaw recommended a 5% raise and explained that this committee, along with the Finance committee would forward the recommendation to the regular Council meeting and that he would draft the recommendation and motion.

#### E. Salary Survey

- Mr. Henshaw briefed the committee that he has elected to sign up with a service through the Weldon Cooper Center that provides salary survey information across the state and United States.
- The service requires participation and fees are calculated off population, therefore the Town's annual fees are \$50 annually.
- Mr. Henshaw has been trained in utilizing the site and will begin putting together the salary survey information in the coming months.
- The committee was satisfied with the approach.

#### F. Personnel Policies Revision

Minutes Acceptance: Minutes of Sep 8, 2014 5:45 PM (Minutes Acceptance)

- Mr. Henshaw stated that he has begun revising the Personnel Policies for the Town and that he hopes to start distributing drafts of various sections in the coming weeks for the committee to review.

**G. Town Manager 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 recommended 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.
- Chairman Woods felt that was appropriate and would inquire with Mayor Leake and Vice Mayor Aitken to see if they would be willing to perform the review.



TO: Town of Haymarket Town Council  
 SUBJECT: Request to Council  
 DATE: 10/10/14

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**SUBJECT:** Town Hall Rental Fees

**ISSUE:** Request to waive fees - American Legion

**BACKGROUND:**

- The Town charges a fee for the use of its public facilities
- Certain not-for-profit community groups request a waiver of those fees
- The Town Council has set precedence by allowing not-for-profit groups the use of Town facilities at no charge up to four times per year
- Staff has received a request of these waiver from the American Legion Post 1799 for dates in Fiscal Year 2015
- Specifically, the American Legion requests the use of the facility four times per year for their own meetings, plus an addition two annual blood drives that are co-sponsored by the American Legion and the American Red Cross

**RECOMMENDATION:**

- It is recommended that the Town Council authorize the use of the facilities four times during FY-2015 for the American Legion and up to two times for separate blood drives, at no charge. It is further recommended that the dates be worked out between the American Legion and the Town staff

**MOTION:**

**Motion of Approval:**

I move to authorize the use of the facilities four times during FY-2015 for the American Legion and up to two times for separate blood drives, at no charge. I further move that the dates be worked out between the American Legion and the Town staff



TO: Town of Haymarket Town Council  
 SUBJECT: Appointment of Interim Treasurer  
 DATE: 10/10/14

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**SUBJECT:** Appointment of Acting Treasurer

**ISSUE:** Council to appointment of Sherrie Wilson as the Acting Treasurer.

**BACKGROUND:**

- In July of 2014 our part-time Treasurer resigned from the position leaving the position open here at the Town.
- Town Manager felt that in the immediate future we would be okay with handling the day to day operations, while he took some time to figure a longer term solution.
- The Personnel and Finance Committee also discussed the issue with the Manager and with Ms. Wilson.
- Ms. Wilson felt confident that she could serve the Town in this capacity.
- The Town Manager has crafted a Job Description that describes the positions role and responsibilities for the Town.
- The job description has been included for the Council's reference.

**DISCUSSION:**

- Both the Personnel and Finance Committee have discussed this appointment and feel certain that this is an appropriate action.
- At this time, Council is being asked to appoint the position as Acting Treasurer, for a period of 6 months, followed by a review and permanent appointment upon a satisfactory review.
- The committees have also recommended a 5% increase in salary as a matter of compensation for the additional responsibilities.

**TOWN MANAGER'S COMMENTS: (September 23, 2014)**

- This position have seen many iterations over the years prior to my time with the Town, however it is my recommendation that we approach the position from the standpoint of handling the day to day operations, which consist of approximately 90% of the job.
- This approach is also consistent with other jurisdictions of similar size or what larger jurisdictions refer to as their "Director of Finance" or some variation thereof.
- I have been working with Ms. Wilson and have encouraged her to reach out to other Treasurers within the area to meet and greet, join the Virginia Treasurers Association and look into strategic classes that could benefit her and the Town in performing these job responsibilities.
- Ms. Wilson has proven her dedication to the Town and has had success in performing tasks that treasurers often perform with regard to the day to day transactions as well as collections for the Town.
- I feel confident in her abilities to perform at a high level within this position. Furthermore, we have set this appointment to be a trial for 6 months and have stressed to Ms. Wilson that if she does not discover the job satisfaction in the position that she believe that she will, to let me know.

**POTENTIAL QUESTIONS:**

- What classes might Ms. Wilson look into taking?
- Does the Town have tuition reimbursement policy?

**BUDGET IMPACT:**

- At this time there does not appear to be a budget impact as the Town had budgeted for the part time Treasurer position throughout the year and Ms. Wilson's current salary was also funded for the full year, therefore even with the increase, there should not be a negative budget impact.

**RECOMMENDATION:**

Personnel and Finance Committee Chairs recommend the appointment of Sherrie Wilson as the acting Treasurer with a 5% increase to her current salary.

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

I move to appoint Ms. Sherrie Wilson as the Acting Treasurer for the Town of Haymarket and authorize a 5% increase to her current salary.

**Motion of Denial:**

I move to deny the appointment because...

**ATTACHMENTS:**

- (2) Town Treasurer Job Description (Sept. 2014) (PDF)



**Town of Haymarket, Virginia  
Town Treasurer**

***Job Summary:***

The Town Treasurer is responsible for the administration of the Town of Haymarket's finances. In this capacity, the Treasurer is responsible for the collection, disbursement, and investment of all Town funds. The Treasurer prepares monthly financial reports, assists the Town Manager in the preparation of the annual operating and capital budget and coordinates the annual audit. The Treasurer has the overall responsibility for the management of the overall accounting management software. Work includes performing difficult account keeping, maintaining records, and preparing financial reports. The incumbent is responsible for the preparation of and implementation of financial policies of the position and Town Council as set forth in Article III Section 1 (13) of the Town Charter.

In addition, the Treasurer will perform a wide range of clerical and administrative support functions which include but are not limited to maintaining accurate files and records, permitting as associated with the Building and Zoning operations of the Town and other duties as assigned.

***Responsibilities:***

An employee in this position may be called upon to do any or all of the following essential responsibilities. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily.

- Plans, directs and supervises the finances of the Town of Haymarket;
- Maintains public records and makes them available to the public in accordance with state law governing records retention and public access;
- Maintains the highest possible ethical standards with regard to collection, investment, disbursement, and record-keeping for public funds;
- Initiate and update fiscal policies.
- Ensures all fiscal activities of the Town are carried out in accurate, efficient and timely manner including but limited to:
  - General ledger
  - Tax billings, collections and settlement.
  - Cash receipts
  - All fiscal reports
- Maintain custody of securities of Town and trust funds. Accounts for income from investments and fund portfolios. Receives deposits from all sources having to do with Town business. Reconciles statements and makes deposits. Transfers funds.

- Oversees the development of annual budget and monitors expenditures and revenues to assure conformance to approved budgetary limitations.
- Oversees the preparation of necessary governmental reports as required and on a timely basis.
- Work closely with auditing firm in preparation of the Comprehensive Financial Annual Report and acts on recommendations stated in the management letter.
- Advises the Town Manager on budget-related matters. Provides advice on request from other Town officials.
- Assists in arranging and preparing meeting agendas and meeting materials for various Town meetings. Attends meetings as required and records and prepares minutes as needed. Prepares and processes paperwork and correspondence related to action taken at the meetings.
- Provides front-desk service and assistance, receipting payments and providing general assistance to citizens including handling citizen complaints. Prepares and processes correspondence, record, documents, reports, and information requests. Types, performs data entry and financial tasks, maintains a complex filing system and completes clerical projects as assigned. Screens and directs telephone calls and visitors to Town Offices.
- Assists Zoning Administrator in administering the zoning and code enforcement function. Investigates complaint locations, prepares notices, maintains records and explains code requirements.
- Provides computer support. Helps maintain and update Town website as well as follow up on any internet correspondence.
- Performs similar or related work as required, directed or as situation dictates.

***Skills and Qualifications:***

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

***Required:***

- Educational background or Associates Degree in accounting, finance, business administration or public administration desired;
- Three or more years of experience on accounting, banking, and/or general finance or equivalent of education and experience;
- Strong desire to continuing to further training or education to remain current with trade practices;
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government.
- Ability to record and transcribe meeting minutes and type with accuracy;
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations;
- Ability to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities



- Minimum of two years of experience in working with government or non-profit fund accounting practices.

*Knowledge, Ability and Skill:*

*Knowledge:* Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of computer applications for accounting and financial management.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, members of the banking community, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports.

*Skill:* Skill in operating computers and utilizing appropriate software applications. Aptitude for numbers and details. Excellent organizational skills.

***Physical Demands and Work Environment:***

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly in a business office setting where he or she is regularly to sit and occasionally required to exercise limited mobility. The employee is regularly required to talk, hear, read and interpret documents and correspondence and view and produce written and electronic documents. The employee is also required to use manual dexterity to type or write, and communicate with others in person and on the telephone and to use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move light weight to moderately-heavy items. The noise level in the work environment is usually quiet to moderate.

***Employer Overview:***

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.



TO: Town of Haymarket Town Council  
 SUBJECT: Capital Improvement Expenditure - Museum Roof  
 DATE: 10/10/14

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**SUBJECT:** Haymarket Museum Roof

**ISSUE:** Complete Replacement of Museum Roof

**BACKGROUND:**

- During the deliberations of the 2014-2015 fiscal budget and the Capital Improvement Plan, the need for the replacement of the Museum roof was discussed.
- The Museum Roof was included in the 5 year Capital Improvements Plan for the following fiscal year.
- However, during the last discussions prior to the adoption of the current fiscal year budget, the Museum Roof Replacement project was added to the budget.
- Museum Curator began seeking estimates for the roof replacement.
- Based upon common procurement practices we have recommended the lowest qualified estimate.

**DISCUSSION:**

- To this date staff has received four estimates for the needed repairs.
- The estimates range from \$9,995.00 to \$18,875.00.
- Based upon common procurement practices staff has recommended the lowest qualified estimate.

**TOWN MANAGER'S COMMENTS: (September 23, 2014)**

- Based upon reaching out to former customers of the qualified bidder, I am confident that the qualified bidder can provide the Town with excellent service and deliver the project in a timely and professional manner.

**POTENTIAL QUESTIONS:**

- How soon can the roofing contractor proceed with the project?
- Has the Town ever worked with the contractor before?
- What were some of the general comments from the references?

**Budget Impact:**

The proposed project is budgeted in the adopted Fiscal 2015 budget. The current estimate is below the budgeted amount and if any additional repairs were discovered and needed during the construction, this would allow us some room with the budgeted amount to potentially address this need.

**RECOMMENDATION:**

Staff recommends that we award the replacement of the Museum roof to Master Metalworks and that the costs for the contract come from the Museum Capital Outlay fund as presented in the Fiscal 2015 budget.

**MOTION:**

**Motion of Approval:**

I move to have the Town Manager proceed forward with awarding the contract for the replacement of the Museum roof to Master Metalworks and authorize the funds to be taken from the Museum Capital Outlay fund as presented in the Fiscal 2015 budget.

**Motion of Denial:**

I move to deny because ...

**ATTACHMENTS:**

- (2) Master Metalworks Estimate (PDF)

# Master Metal Works

# Proposal

1000 Salem Church Rd  
 Stephens City VA. 22655  
 (540) 869-2484 Fax (540) 868-0265

Date	Estimate #
6/30/2014	274

Project

Name / Address
The Town Of Haymarket Job: Museum 703-753-3712 Denise Hall

Description	Total
Removal of existing museum roof replacing with 26g. englert double standing seam Hartford Green) install approx. 76 LT200 snow guards powder coated to match new roof, removal of all debris Any permits and license will be an additional charge to be determined Master Metal Works give a 10yr. warranty on workmanship	9,955.00

Signature

Signature

**Total**

\$9,955.00



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Text Amendment 58-1 Definitions  
 DATE: 10/10/14

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**SUBJECT:** Zoning Text Amendment revising the definition of "Zoning Administrator."

**ISSUE:** Council's resolution to better define the Town's Zoning Administrator and how this position is appointed.

**BACKGROUND:**

- In April 2013 the Town Council hired a part time planner and zoning administrator to address the planning and zoning code enforcement.
- However, even though this action was taken by Council, the definition remained unchanged in the Zoning Ordinance that acknowledged the Town Council as the Zoning Administrator and that essentially the position created only allowed for certain authorities with regard to administrative approval, interpretations and action.
- In an effort to expedite many of our processes with regard to zoning permits, written interpretations and determinations and this draft resolution and zoning text amendment allows the Town Manager appoint the Zoning Administrator.

**DISCUSSION:**

- This is common practice amongst most jurisdictions to place the administrative approvals such as Zoning Permits, interpretations and determinations under the authority of the Zoning Administrator.
- The goal behind the ZTA would allow the Town to expedite many of our processes so as not to have to bring as many approvals through both the Planning Commission and the Town Council for action which would eliminate almost three months of delay.
- Furthermore, the appointed Administrator would also report on all action approved or denied through the course of acting in the best interests of the Town.

**TOWN MANAGER'S COMMENTS:**

- As we are working to turn more of the day to day operations and procedures over to the administration, this is another area where one direct contact source better serves the Town's needs and function.
- The drafted resolution is designed to create a primary contact between the applicant and the Town's appointed Zoning Administrator.

**POTENTIAL QUESTIONS:**

- What would the appointed Zoning Administrator be responsible for?
- How would appointed or elected boards know about the approvals or denials of the appointed Zoning Administrator?

**BUDGET IMPACT:**

- There would be a slightly positive budget impact as this would eliminate some additional meetings as they pertain to planning commission and town council reviews and approvals.

**RECOMMENDATION:**

It is recommended that the Town Council forward the draft resolution and recommended text amendment

to the Planning Commission for their review and recommendation.

**MOTION:**

**Motion of Approval:**

I move to forward the attached draft resolution to the Planning Commission for their review and recommendation

**ATTACHMENTS:**

- (3) definition of zoning administrator (PDF)



Resolution 20141010-1

ZONING TEXT AMENDMENT REVISING THE DEFINITION OF "ZONING ADMINISTRATOR"

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

WHEREAS, the Town's current zoning ordinance designates the Town Council as the Town zoning administrator, and

WHEREAS, having the Town Council serve as zoning administrator has proven to be, at times, cumbersome for both the Town and its property owners,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Haymarket, meeting this 10<sup>th</sup> day of October, 2014, in regular session, that the Town Council refers the following text amendment to the Planning Commission for public hearing and recommendation.

Sec. 58-1. Definitions.

*Administrator, the,* means the person appointed by the Town Manager to administer and enforce this chapter. The Town Manager may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Done this 10<sup>th</sup> day of October, 2014.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

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

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

Attachment: (3) definition of zoning administrator (2060 : Zoning Text Amendment 58-1 Definitions)





TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 10/10/14

## Inspections Report for September 2014

### Permits Issued

- September 12: 14830 Jordan Lane permit issued to construct rear deck, once approved by the ARB.

### Certificates of Occupancy Issued:

- September 3: 14830 Jordan Lane, Certificate of Occupancy for a Single Family Dwelling issued to Drees Homes.
- September 17: 6601 Jefferson Street, Certificate of Occupancy for the operation of the dog grooming business the Polished Pooch was issued to that establishment.

### Inspections:

- September 3:
  - 14830 Jordan Lane, conducted Final Inspections for gas, electrical, plumbing, mechanical, and building for this newly constructed single family dwelling, all aspects of construction have been approved.
  - 6601 Jefferson Street, Conducted Rough-In Inspections for work performed at the Polished Pooch for tenant fit-out. This work has been completed per the code, and has been approved.
- September 8:
  - 14724 Alexandra's Keep, Inspection for rear deck footers, conditions have been approved for the placement of the footers.
- September 9:
  - Received video confirmation of existing conditions in the Old Post Office building, showing that the previous work had been done according to the plans on file, allowing the installation of the proposed replacement columns.
- September 15:
  - 6601 Jefferson Street, the Polished Pooch, conducted Final Inspections for Electrical, Plumbing, and Building on work that had been conducted for a tenant fit out. All work done in accordance with the codes, work has been approved.
- September 17:
  - Old Post Office building, conducted Final Inspection for the Installation of the steel columns, work was done per both code requirements and specifications supplied by the Town. This work has been approved.

### Document Review:

- September 19:
  - Chick-Fil-A has submitted revised plans for the construction of the restaurant. The

revisions have no bearing on the structural aspects of this project; rather they include changes to seating layout, and side-station re-location, and plumbing fixture locations. These changes reflect an increase in seating by 2 to an occupancy of 134, allowable by code, and they do not restrict or impede emergency egress, nor do they affect any of the ADA requirements for this establishment. Unless further revisions are made, this Office is awaiting the filing of the proper Permit Applications, and the completion of ARB and Zoning approvals.

**Actions:**

No Actions were required this month.

**Recommendations:**

No recommendations at this time.

**Other:**

- Sub-trade application forms are almost completed, and will be in use early in October. These new forms will be in line with the format now being used for the building permit applications, providing a unified appearance to all of our applications.
- The completion of the replacement of the support columns in the Old Post Office building has been completed and approved. This Office will re-calculate the occupant load for this structure, and provide guidance as to the posting of this information. A letter will be sent to the Council, and all others concerned, to inform them of completion of this work, and the new occupancy loads for each level.



TO: Town of Haymarket Town Council  
SUBJECT: Engineer's Report  
DATE: 10/10/14

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### **Enhancement Project**

- The Contractor performed cleanup and addressed safety issues for Haymarket Day. The current project schedule shows project completion the week of October 15. 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 Town has 45 days to respond. The Town Engineer is working with the Town Attorney on the response.

### **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 is tentatively scheduled for the end of October. When the date becomes official, Town Staff will post the information on our website.

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

- No bids were received on this project. Staff has reached out to VDOT for guidance and they said we can get in touch with several deck contractors to solicit quotes.

### **Site Plans**

- Alexandra's Keep Drainage Issues: DR Horton has begun the additional work.

See also Planner's Report.



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 10/10/14

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**ATTACHMENTS:**

- 10-2014 Planners Report(PDF)

Zoning Permits. For the month of September, Staff processed several zoning permits for fencing, site lighting, business signage.

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 in early fall.

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
<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

Attachment: 10-2014 Planners Report (2066 : Planner's Report)



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 10/10/14

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**ATTACHMENTS:**

- 10-2014 Police Report (PDF)

**Town Police Statistics for  
June, July, & August 2014**

Activity	June	July	August
<b>Mileage</b>	<b>3269</b>	<b>4180</b>	<b>5221</b>
<b>Parking Tickets</b>	<b>28</b>	<b>4</b>	<b>5</b>
<b>Uniform Traffic Summons`</b>	<b>71</b>	<b>88</b>	<b>93</b>
<b>Criminal Felony</b>	<b>5</b>	<b>1</b>	<b>1</b>
<b>Criminal Misdemeanor</b>	<b>4</b>	<b>1</b>	<b>5</b>
<b>Reports</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>Complaints</b>	<b>143</b>	<b>287</b>	<b>338</b>
<b>Crashes</b>	<b>4</b>	<b>3</b>	<b>2</b>
<b>Hours Worked</b>	<b>683.5</b>	<b>912.55</b>	<b>1106.35</b>

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

- Annual National Night Out Celebration
- Officers conducted foot patrols
- Officers made contact with children to warn them against dangers of playing in street
- Officers contacted all town businesses to obtain up to date contact information

**Activity Stats for August 2014  
Haymarket Police Department**

- |                             |                       |
|-----------------------------|-----------------------|
| 1. Suspicious Person = 6    | 27. Domestic = 3      |
| 2. Mental Subject = 2       | 28. Barking Dog = 1   |
| 3. Solicitors = 1           | 29. Burglary = 1      |
| 4. Suspicious Vehicles = 6  | 30. Drugs = 5         |
| 5. Homeless person = 1      | 31. Foot Patrol = 1   |
| 6. Alarm Calls = 4          | 32. Dogs at Large = 1 |
| 7. Gas Leak = 1             | 33. 911 Hang Up = 1   |
| 8. Assisted DMV = 1         |                       |
| 9. Suspicious Item = 1      |                       |
| 10. Accidents = 11          |                       |
| 11. Vandalism = 1           |                       |
| 12. DUI BOL = 1             |                       |
| 13. Suspect BOL = 4         |                       |
| 14. Assist VSP = 3          |                       |
| 15. Assist PWC = 14         |                       |
| 16. Citizen Assist = 7      |                       |
| 17. Traffic Obstruction = 5 |                       |
| 18. Motorist Assist = 12    |                       |
| 19. Juveniles in street = 1 |                       |
| 20. Unconscious person = 1  |                       |
| 21. Property Check = 1      |                       |
| 22. Parking Violation = 3   |                       |
| 23. Business Checks = 22    |                       |
| 24. Disorderly = 2          |                       |
| 25. Hit and Run = 1         |                       |
| 26. Welfare Check = 3       |                       |







TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 10/10/14

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- At the end of the 1<sup>st</sup> Quarter for Fiscal Year 2014/2015, the Budget is on target in each Department, and overall.
- 
- 2014 Real Estate Taxes are scheduled to be mailed out the week of 9/29/2014. These will go out with the new due date of 12/5/2014.
- 
- The Town received notice of a Municipal Derivative Settlement, involving several Banking entities. The Town will not file a Claim. We were not affected by this because we did not participate in any covered transactions.

**ATTACHMENTS:**

- 02 - Profit & Loss thru 9-25-2014 (PDF)
- 04 - Municipal Derivative Settle Letter (PDF)

11:38 AM  
09/25/14  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
GENERAL PROPERTY TAXES	101,503.77	302,915.00
OTHER LOCAL TAXES	215,469.37	1,097,000.00
PERMITS, FEES & LICENSES	4,647.00	39,100.00
FINES & FORFEITURES	7,386.98	75,000.00
REVENUE FROM COMMONWEALTH	62,516.24	190,498.00
REVENUE FROM LOCAL GOVERNMENT	16,824.32	
MISCELLANEOUS REVENUE	42.50	
MISCELLANEOUS	2,051.63	11,500.00
RENTAL (USE OF PROPERTY)	42,682.16	207,215.00
INTEREST ON BANK DEPOSITS	478.05	
TRANSFER OF CASH RESERVES	0.00	724,757.00
SAFETY LU/MAP 21 GRANT	259,541.62	590,479.00
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00
PEDESTRIAN IMPROVEMENT GRANT	6,169.00	90,000.00
<b>Total Income</b>	<b>719,312.64</b>	<b>3,359,264.00</b>
<b>Gross Profit</b>	<b>719,312.64</b>	<b>3,359,264.00</b>
<b>Expense</b>		
01 · ADMINISTRATION	171,121.05	614,743.00
03 · PUBLIC SAFETY	177,080.21	699,398.00
04 · PUBLIC WORKS	43,196.69	196,800.00
07 · PARKS, REC & CULTURAL	8,306.78	63,920.00
08 · COMMUNITY DEVELOPMENT	14,226.48	48,100.00
09 · NON-DEPARTMENTAL	173,608.78	196,818.00
94100 · WASH ST. ENHANCEMENT PROJECT	386,916.54	782,410.00
94101 · CABOOSE ENHANCEMENT PROJECT	4,300.00	38,500.00
TOWN CENTER MASTER PLAN	0.00	500,000.00
HARROVER MASTER PLAN	0.00	50,000.00
PEDESTRIAN IMPROVEMENT PROJECT	6,169.00	90,000.00
General Reserve	0.00	78,575.00
PERSONNEL	213.47	
<b>Total Expense</b>	<b>985,139.00</b>	<b>3,359,264.00</b>
<b>Net Ordinary Income</b>	<b>-265,826.36</b>	<b>0.00</b>
<b>Net Income</b>	<b>-265,826.36</b>	<b>0.00</b>

Attachment: 02 - Profit & Loss thru 9-25-2014 (2061 : Treasurer's Report)

September 15, 2014

Dear Class Member:

You have been identified as an entity that may have purchased one or more municipal derivative transactions that were sold from January 1, 1992 to August 18, 2011. You may be eligible for a payment from the Settlements in *In re Municipal Derivatives Antitrust Litigation*.

The Settlements provide payments to Class Members who file valid claims. Payments will be based on the number of valid claims filed and a “Distribution Plan” (how the funds will be divided among eligible Class Members) approved by the Court.

To receive a payment you must file a claim by **January 13, 2015**.

Enclosed you will find a Claim Form. More information about the Settlements and submitting a claim online is available at [www.MunicipalDerivativesSettlement.com](http://www.MunicipalDerivativesSettlement.com) or by calling 1-877-310-0512.

Sincerely,

Settlement Administrator



TO: Town of Haymarket Town Council  
 SUBJECT: Museum Report  
 DATE: 10/10/14

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## September, 2014 Museum Report

- **The caboose was extensively renovated:**
  - Major repairs to the floors including new floorboards and painting
  - Windows were caulked and leaks sealed
  - Peeling paint on walls and ceilings scraped and painted
  - Interior cleaned and restored, including removal of old lights, rusted file cabinet, etc.
  - The front and both doors were painted (the rest of the caboose will be done soon)
  - Shrubbery growing into the platform and English ivy under the caboose removed
  - Outside wood steps touched up
- **Museum work/repairs:**
  - Large holly trees and other shrubbery were cut back
  - Yard and plants were cleaned up
  - Hand railings at front door were painted
  - Black wrought iron railings were painted
  - Metal handicap railing was installed along ramp
- **Haymarket Day:**
  - Haymarket Day was a **huge** success!
  - Theatre students from Battlefield HS dressed in costume and handed out volunteer brochures and museum info to people in the street
  - Museum giveaways were handed out at the town booth
  - The Quilt exhibit attracted a large crowd all day long
  - Caboose was wildly popular - at times there were long lines to board
  - Giveaways for the kids and train magazines for the adults were provided at the caboose
- **Exhibits:**
  - The permanent exhibit was removed in preparation for the Quilt Exhibit
  - The quilt exhibit was installed on Sept 19. There are 70+ quilts on display
  - Quilt exhibit will run through Oct 19 at which time the permanent exhibit will be reinstalled
  - Next planned exhibit is the 1825 Christmas Dinner
- **Attendance:**
  - Weekend Sep 6-7: five visitors (including one from Singapore!)
  - Weekend Sep 13-14: six visitors (including Lee Pearson)
  - Weekend Sep 20-21: 500 visitors to museum (Haymarket Day and 14 visitors on Sunday) and at least that many to the caboose
- **Publicity:**
  - An ad for the Quilt Exhibit ran in the Bull Run Observer Sep 19 (attached)
  - A follow-up ad will run Oct 3
- **Ongoing items:**
  - Jordan Noble, the theatre department head at Battlefield HS, has expressed interest in working with the museum on multiple occasions
  - We will continue to reach out to the community for volunteers
  - We are continuing to improve the scope and quality of museum exhibits, including contacting Haymarket "old timers" for info and artifacts

- A plan for using the caboose for community events is being developed

**ATTACHMENTS:**

- (2) HymrktMuseum 2x3 091914 (PDF)

# THE HAYMARKET MUSEUM



15025 Washington Street  
Haymarket, VA 20169  
703-753-3712

5.F.6.a

Weekends through Oct. 19<sup>th</sup>: *Quilts as Art*

## *Quilt Displays Featuring:*

50 Quilts and Wall Hangings • All Sizes & Different Construction Methods • Hand & Machine Pieced & Quilted • Some with Applique, Bead & Embroidery Embellishments • Specialty Quilts Including Historical Fabrics & Designs, Children's, Birthdays, Anniversaries, Family & Friends

Attachment: (2)

See the Haymarket Town Quilt  
Depicting the History of Haymarket

## *Museum Hours:*

Saturdays & Sundays: 11:00 a.m. – 3:00 p.m. • Special Events

Volunteers welcomed • [www.museum@townofhaymarket.org](http://www.museum@townofhaymarket.org)

Packet Pg. 35



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 10/10/14

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## ***Action Items:***

### **Personnel- Appoint Acting Treasurer:**

- Report and recommendation are included in your packet.

### **Museum Roof Replacement:**

- Report and Recommendation are included in your packet.

### ***Discussion:***

- Direction with regard to the Events Coordination within the Town in 2015.
  - Bid out the services?
  - Bring the coordination responsibilities under the Town Administration
  - Other?

## ***Updates:***

### **Sub-committee meetings:**

- The minutes from the Public Facilities and Personnel committee meetings are included in your packet.
- The Public Facilities committee will be setting up a meeting with the residents in the Streetscape construction project to hear concerns and suggestions.
- The Public Facilities committee is working 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.

### **RFP's:**

- On Call Planning Services:
  - We have received 3 proposals.
  - Staff will review the proposals and conduct interviews.
  - Staff hopes to have a recommendation at the next regular scheduled Council meeting.
- Harrover Property Master Plan:
  - Proposals are due Friday, September 26<sup>th</sup>.
  - I will work with the Public Facilities Committee to review the proposals and conduct interviews, unless you would prefer the staff to handle the process.

### **Fall Retreat:**

- Has been postponed until further notice.

### **Business Open House:**

- Would Council like to schedule another Business Open House or possibly have a HOA open house?

### **Project Updates:**



**Old Post Office**

- The posts have been replaced and the tenant is very pleased with the finished work.

**Policies and Procedures Review:**

- With the previous Council I had 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.

**VML Conference:**

- Councilwoman Swinford will be attending the VML Conference.
- I will also be attending the VML Conference (Monday and Tuesday)
- Conference runs from October 5-7 in Roanoke, VA

**ICMA Conference:**

- On a general note, I just wanted to thank the Council for affording me this opportunity to attend the National ICMA Conference.
- The conference was excellent and it was very fruitful from an education and continuing education standpoint.



TO: Town of Haymarket Town Council  
SUBJECT: 6601 Hunting Path Road  
DATE: 10/10/14

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There has been a parcel in the Town, 6701 Hunting Path Road, where the Real Estate Tax has never been paid. This was formally owned by National Capital Christian Broadcasting. A Tax Sale was held in April 2014. The outstanding balance due to the Town prior to the Tax Sale was \$11,841.44. Due to a deficiency in the value of the property, a payment of \$6,482.17 was made to the Town. Therefore, a Resolution authorizing the "write off" of the remaining balance of \$5,359.27 is required.

Please find that resolution attached for your consideration.

**ATTACHMENTS:**

- 03 - RESOLUTION 20141010 6701 Hunting Path Taxes (PDF)



**RESOLUTION #20141010-1**

**Uncollectable Real Estate Tax – 6701 Hunting Path Road**

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 uncollectable, and the Treasurer shall not include that uncollectable account balance in any list required to be prepared pursuant to Virginia Code Section 58.1-3921. This uncollectable 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.

**ORDER OF THE COUNCIL**

**ATTEST:**

\_\_\_\_\_  
David Leake, Mayor  
On Behalf of the Town Council of Haymarket, Virginia

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

MOTIONED BY: \_\_\_\_\_

SECONDED BY \_\_\_\_\_

Voting Aye:

Voting Nay:

Abstain:

Absent:

Attachment: 03 - RESOLUTION 20141010 6701 Hunting Path Taxes (2069 : 6601 Hunting Path Road)



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 10/10/14

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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: 10/10/14

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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.