



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 4, 2013

7:00 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance

3. Minutes Acceptance

- A. Mayor & Council - Work Session - Oct 1, 2013 3:00 PM
- B. Mayor & Council - Regular Meeting - Oct 7, 2013 7:00 PM

4. Citizen's Time

5. Agenda Items

- A. Request to Council Waive Facility Rental Fees
- B. Appropriation Brian Henshaw
- C. Freedom of Information Act

6. Department Reports

- A. Planner's Report Marchant Schneider
- B. Engineer's Report Holly Montague
- C. Museum Report Denise Hall
- D. Treasurer's Report Renee DuBiel
- E. Police Report Chief James E. Roop
- F. Building Official's Report Dan Lyons - Soil Consultants, Inc.
- G. Town Manager's Report Brian Henshaw

7. Closed Session

- A. Closed Session
- B. Certification of the Closed Session

8. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

9. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, October 1, 2013

3:00 PM

Council Chambers

A Work Session of the Mayor & Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 3:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Absent, Councilwoman Mary-Lou Scarbrough: Absent, Councilman Milt Kenworthy: Absent, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Agenda Items

1. October 7, 2013 Draft Town Council Agenda Packet

3. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

4. Adjournment

Minutes Acceptance: Minutes of Oct 1, 2013 3:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 7, 2013

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Pledge of Allegiance

3. Minutes Acceptance

A. Mayor & Council - Regular Meeting - Sep 3, 2013 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Mayor & Council - Special Meeting - Sep 16, 2013 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

4. Citizen's Time

Susan Edwards - 6938 Little John Court

She has two concerns this evening. Her first concern is the stop Light here in the center of Town; it has been getting very dangerous. People are driving around into the bike lane to pass, its getting out of control and dangerous. She is asking for additional enforcement from the police department.

In light of events that have been made public in the newspaper, she asks that we bring back the code of conduct. It was brought up several years ago and people thought it was ridiculous, but obviously people need guidelines to stay within. It should be for council members and all board members. It is bringing embarrassment to the residents of this town and they deserve better.

Jack Kapp - 8010 Six Towers Road, Manassas, Virginia

He is here to speak against renewing the contract with ATTIVA for the Town events. For many years the day was co-sponsored by the Ruritans and the Town of Haymarket. The Ruritans donated all of their proceeds from the event to scholarships for deserving high school seniors. The Town used their proceeds for the street scape project, not to line the pockets of a private citizen. He understands that the Town pays for the police and they get paid \$500 by the company. He thinks this is a break even or a loss for the Town. He does not think under the present conditions that the Town should renew the contract.

Tony Giuffre - 6741 Jefferson Street

He is a proud resident of this town, he has been a member of the community for nearly 50 years, he even had a business in the Town for many days. The road was closed for the parade only. They used, with

Minutes Acceptance: Minutes of Oct 7, 2013 7:00 PM (Minutes Acceptance)

permission, private property for the vendor booths and other activities for the day, they did not shut the street down for the entire day. They did not charge non-profits, this is his biggest object to the current contract. He learned the food pantry was charged last year to use the space in front of the building that they rent from the Town. We did not believe that non-profits such as towns should profit from other non-profit organizations. It was truly a community event, it is now a commercial event. The Town provided the police at no charge to the Ruritan Club and they never had any incidents. If the Council wants to have a private company run the event, there should be a 20% entertainment tax. Or the Town Council members could volunteer their time and coordinate the events themselves. Or at the very least put the contract out for bid.

Pam Swinford - 6852 Jockey Club Lane

She is here because of the articles that she has been reading about incidents that happened on Haymarket Day with a Town Council Member and a Planning Commission member who were arrested for bad behavior. She is here to say that this bad behavior is not a one time thing. She provides a letter regarding verbal abuse and physical posturing at her ARB meeting by Jay Tobias. At that time, she asked that if he attended another meeting, she would like security to be present because it was so out of control she had to shut him down. She was actually hit by a golf cart driven by Bob Weir and he never even stopped, it left a 3 inch bruise and a gash, it knocked her backwards. She brings up these instances because she has concern that since it happened in the past, it obviously hasn't stopped. She doesn't know the reason behind this behavior, but it is an embarrassment to the Town. If we want to be represented and be taken seriously, then we need to start taking our Town seriously. She has the letter that she wrote to Mayor Stutz at the time that documented the event at her ARB meeting [provides it to the Clerk]. She's not sure of the rights we have to have someone removed from a board position; certainly that would be her request. She just wants everyone in the Town to realize this was not a one time event. Also, she is aware that Mr. Tobias has a concealed weapons permit and that concerns her combined with his outbursts and drinking.

Charlie DeGraw - Manassas, Virginia

He is a former resident of Haymarket. He lived here in the 50's and in the 80's and back in 2009. He also had a business in the Town at one time and came under the attack of Bob Weir; he has some anger issues. The attacks were false, but didn't seem to stop him. He and his wife have considered moving his business back to Haymarket but recent events tell him that this is not the place he wants to be. We have Council people drunk and fighting on Haymarket Day. We have another member taping the Mayor's wife in a restaurant when the police had to be called. We want some peace. His advise is why don't we apologize to each other. He has some emails, that would turn your ears, from Council members; hate emails directed toward the Mayor, not over policy. They will be brought out at the right time. You should repent or resign.

Ralph Ring - 14920 Greenhill Crossing Drive

He is speaking as a citizen. There is a lot of anger in this room tonight and it is unfortunate but it is completely misdirected. It is uninformed. What is called the press, which is actually just a blog, is incorrect and unsubstantiated and has no editorial policy. Dan Roem's article has not yet come out and will present a different side. What is being engaged in tonight is public castigation not based on fact not based on the findings of a court. But it is based on greatly uninformed opinion and agitation and hostility. It is absolutely shameful, he is not talking about the reputed behavior of the Council he is talking about the citizens. Is there an issue, yes, but ignorance is the single most dangerous thing in politics and there is a staggering quantity of ignorance, we should be more informed. We should not be trying these cases in the court of public opinion we should be waiting until the court date happens. Then and only then is when you should ask for a dismissal.

Pam Stutz - 6720 Jefferson Street

She is here to address the council in a different manner. She is here to say what happened during Haymarket Day was disappointing, but she believes it goes beyond that. There have been so many incidents over the past several years that she thinks the council should turn to its charter. She thinks we need to read what the Charter says about the conduct of the Council. As far as what Mr. Ring commented about going to the courts, she thinks the court is a different matter. If there are council members that have a problem with alcohol, we need to reach out and help. Instead of pulling everyone apart, we need to be looking at helping one another. The comments against the Mayor over the past years is wrong, it needs to stop. You need to pull yourselves together. You can disagree with charity and

dignity and it should be done in private not in the public eye.

5. Agenda Items

A. Amend the Agenda

Move to amend the agenda by adding Code of Conduct as an agenda item

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Steve Aitken, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. H.E.A.L. Program - Brian Henshaw, Town Manager

Move to adopt Resolution #20131007-2

RESOLUTION #20131007-2

Becoming a HEAL Community

WHEREAS, the Town has the ability to affect the health and wellbeing of its residents; and

WHEREAS, through planning and design the Town can continue to encourage a built environment that promotes walking, biking, and other forms of physical activity that promotes healthy lifestyles; and

WHEREAS, obesity has taken a tremendous toll on the health and productivity of all Virginians; and

WHEREAS, supporting the health of residents and the local workforce would decrease chronic disease and health care costs and increase productivity; and

WHEREAS, it is within the Town's Comprehensive Plan to strive to be an active and walkable community through initiatives such as the Virginia Department of Transportation's "Complete Streets" effort;

WHEREAS, the Town sees merit in supporting initiatives that promotes healthier lifestyles while still being enjoy all of life's opportunities and acknowledge that a healthy lifestyle is a personal choice;

NOW, THEREFORE, LET IT BE RESOLVED that the Town of Haymarket hereby recognizes that obesity is a serious public health threat to the health and wellbeing of adults, children and families in **Haymarket**, and a commitment is needed to put healthy choices within reach for all residents. While individual lifestyle changes are necessary, individual effort alone is insufficient to combat obesity's rising tide. Significant societal and environmental changes are needed to support individual efforts to make healthier choices. To that end, the Town of Haymarket adopts this Healthy Eating Active Living resolution:

I. Built Environment

BE IT FURTHER RESOLVED that the Town of Haymarket elected officials, planner, engineer, community economic and redevelopment personnel responsible for the design and construction of parks, neighborhoods, streets, and business areas, should make every effort to:

- Prioritize capital improvements projects to increase the opportunities for physical activity;
- Plan and construct a built environment that encourages walking, biking and other forms of physical activity;
- Address walking and biking connectivity between residential neighborhoods and schools, parks, recreational resources, and retail through design and layout;

- Revise comprehensive plans and zoning ordinances to increase opportunities for physical activity wherever and whenever possible, including complete streets policies, compact, mixed-use and transit-oriented development;

II. Workplace Wellness

BE IT FURTHER RESOLVED that in order to promote wellness within Town of Haymarket, and to set an example for other businesses, **the Town of Haymarket** pledges to work on adopting and implementing a workplace wellness policy that will:

- Establish physical activity breaks for meetings over two hours in length;
- Continue to provide for a water resource and promote water consumption in the workplace and at meetings
- Explore the development of a fitness benefit providing opportunities for paid physical activity breaks during the work week for municipal employees, and/or reduced membership rates at local fitness centers

III. Healthy Food Access

BE IT FURTHER RESOLVED that **the Town of Haymarket** elected officials, staff, community economic personnel responsible for the design and of parks, neighborhoods, streets, and business areas, should make every effort to:

- Work with the local Farmers' Market to promote and expand its current operation for the benefit of the residents of the Town.
- Create a Memorandum of Understanding with the Farmers' Market to provide them a long term agreement for the location of the Farmers' Market to establish long term success.
- Work with local restaurants to promote healthier options to existing menus through a Healthy Restaurant Recognition Program, based upon current state nutrition standards.

IV. Implementation

BE IT FURTHER RESOLVED that the elected officials and staff should annually review the steps taken to implement the Resolution, discuss additional steps planned, and any desired actions that would need to be taken up by the town council.

BE IT FURTHER RESOLVED that Town of Haymarket staff shall work with HEAL Cities & Towns Campaign Staff to explore HEAL policies and to identify those policies that are suitable for the Town's unique local circumstances.

BE IT FURTHER RESOLVED that staff will report back to this Council with recommendations not later than the beginning of 2014 with ideas and concepts for implementing healthy initiatives in and around the Town.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

C. Appropriations & Budget Amendment - Staff

Move to appropriate, pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, the following quarterly budget expenditures for fiscal year 2014:

Police & Public Safety: \$171,874; Administration: \$97,457; Public Works: \$49,401; Legislative & Advisory:\$13,004; Museum: \$8,745

Minutes Acceptance: Minutes of Oct 7, 2013 7:00 PM (Minutes Acceptance)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Amend the FY 2014 Budget

Move that the FY 2014 budget be amended by reducing the 91000 Non-departmental - Street Scape Capital Reserve expenditure line item by \$25,000 from \$160,233.00 to \$135,233.00 and increase funding by \$25,000 to line item PUBLIC SAFETY: 4003130 - Building Official - Other Contractual Services.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Jay Tobias, Vice Mayor
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. ATTIVA Events Contract

This agenda item will be discussed in the closed session

E. Robinson's Paradise Rezoning - Marchant Schneider

Move that the Town Council adopt Resolution 20131007-1, Intent to Amend the Zoning Map of the Town of Haymarket:

RESOLUTION 20131007 - 1

RESOLUTION TO INITIATE AMENDMENTS TO THE ZONING MAP OF THE TOWN OF HAYMARKET, VIRGINIA (ROBINSON'S PARADISE)

WHEREAS certain zoning map amendments have been submitted by DJB Management, Inc. Profit Sharing Fund, for consideration by the Town Council pursuant to the provisions § 15.2-2286(A)(7) of the Code of Virginia and § 58-422 of the Code of the Town of Haymarket, Virginia;

WHEREAS, the Town Council may consider such petitions in furtherance of the purposes of zoning as set out in § 15.2-2283 of the Code of Virginia and to further implement the Town's Comprehensive Plan;

NOW, THEREFORE, BE IT RESOLVED that the Town Council states its intention to consider amending the Zoning Map of the Town of Haymarket, Virginia, to rezone 8.08 acres identified as GPINs 7298-91-6445, 7298-91-5551, 7298-91-4658, 7298-91-3864, 7298-91-2475, 7298-91-1779, 7298-91-0983, 7298-91-0286, 7298-81-9096, 7298-82-9505, 7298-92-0708, 7298-92-1502, 7298-91-2197, 7298-81-9576, 7298-91-0471, 7298-91-1267, 7298-81-8583 and Walter Robinson Lane, from Residential District R-1 to the Residential District R-2 (Small Lot Single Family Dwellings);

AND BE IT FURTHER RESOLVED that the Town Council, pursuant to § 58-425 of the Haymarket Town Code, hereby refers these matters to the Planning Commission to consider whether these amendments are in furtherance of the public necessity, convenience, general welfare, and good zoning practice; to consider whether these amendments are consistent with the Town's Comprehensive Plan; to consider the impact of these amendments on the services, character, and needs of the community; to prepare draft amendments for consideration; and for the Planning Commission's recommendation in regard to these matters referred.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

F. Code of Conduct

Minutes Acceptance: Minutes of Oct 7, 2013 7:00 PM (Minutes Acceptance)

Aitken asks that the Clerk forward a copy of the previously distributed code of ethics to all of Council for their review. Aitken feels we should have something on file that we can point to for accountability. The Town Attorney's experience is that this is done in many jurisdictions.

This matter will be discussed further at the next meeting after Council has had an opportunity to review.

Motion to Censure

Move to censure and fine Vice Mayor Tobias \$250 for his reprehensible behavior on September 21, 2013, to be paid on or before October 21, 2013

Discussion: *Tobias asks the Town Attorney for his opinion on the Council's ability to discipline, given light of the 1975 state code change when it comes to discipline of council and elected officials. The Town Attorney responds that both the Town Charter and VA 15.2-1400 allow the Council to fine a member for disorderly conduct. Disorderly conduct is not further defined in that statute and the power to discipline a member of council is an inherent legislative power, but the exact outer boundaries of that power are not clear.*

RESULT:	ADOPTED [4 TO 3]
MOVER:	Steve Aitken, Councilman
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Steve Aitken, Katherine Harnest, Mary-Lou Scarbrough, David Leake
NAYS:	Rebecca Bare, Milt Kenworthy, Jay Tobias

Motion to Censure

Move to censure Mr. Weir for his reprehensible behavior on September 21, 2013

RESULT:	ADOPTED [4 TO 3]
MOVER:	Steve Aitken, Councilman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Steve Aitken, Katherine Harnest, Mary-Lou Scarbrough, David Leake
NAYS:	Rebecca Bare, Milt Kenworthy, Jay Tobias

6. Department Reports

A. Museum Report - Denise Hall

B. Engineer's Report - Holly Montague

C. Town Manager's Report - Brian Henshaw

**The Town Manager requests that Election date changes and Council term limit extensions be added to work session agenda

D. Planner's Report - Marchant Schneider

E. Building Official's Report Dan Lyons, Soil Consultants, Inc.

F. Police Report - Chief James Roop

G. Treasurer's Report - Staff

7. Closed Session

A. Enter into closed session

Motion 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. **ATTIVA Events Contract**, and;

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 **ATTIVA Events Contract**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

B. Certification of the closed session

Move to certify that 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:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

8. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest

For the record in regards to all the press and everything everyone has been reading, its a shame that it had come to that. She all understands we go out and have a good time, we've all been there and done that, but in regards to acting how it was portrayed in the press and on a day when everyone knows who we are and that we are held at a higher standard and we are not above the law. We have chosen and sworn to protect the citizens of this Town. She feels certain members do owe this Town an apology for their behavior. If you cannot stand up for the town you need to stand down from it.

- D. Mary Lou Scarbrough

In her 23 years living here and being on all of the boards in the Town, it was a very embarrassing day for us as fellow Council Members and for the residents of the Town. She agrees with Councilwoman Harnest that an apology is necessary and if you can't do your job, then resign.

- E. Milt Kenworthy

Since his name was mentioned this evening he is looking for an apology from the Mayor and his family for the accusations that were untruthful and never materialized. The Mayor responds that it is Kenworthy who should apologize to his wife [Mrs. Leake].

A disagreement between the two gentlemen continued. Tobias excuses himself from the meeting.

- F. James Tobias

- G. David Leake

The Mayor announces that he and the Town Manager attended the Town Association of Northern Virginia meeting at the Salamander Resort in Middleburg.

He also met with a cardiologist group who would like to hold a health fair in the Town. In that health fair they will open it up to other medical organizations. Mr. Landry has offered PACE to host this affair. The fair will offer free screenings and a public awareness of heart disease. He has offered to do screening for all Town employees and possibly board members.

***The Mayor asks that pay raises for employees be added to the November agenda, in light of increased meal's tax revenue.*

9. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy
EXCUSED:	Jay Tobias

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Oct 7, 2013 7:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Request to Council
DATE: 11/04/13

Please see the attached requests from the Gainesville District Democratic Committee and the American Legion.

ATTACHMENTS:

- Request to Council GDDC (PDF)
- Request to Council American Legion 1799 (PDF)

V. APPEAL OF FEES

At times the Town Council may consider waivers of the above fees by formal application, and the majority approval vote by Town Council.

REQUEST FOR WAIVER OF FEES

I am hereby requesting a waiver of the Town Hall Rental Fees, for the following reason: (please provide your intended use of the Town Hall and your reasoning for wanting a waiver of said fees):

The Gainesville Magisterial District Democratic Committee is seeking a place to hold its biennial organizational caucus this December and its monthly meetings in 2014. Many of the magisterial district committees meet at county buildings at no charge. However, there are no county buildings with public meeting space in the GMD. As a public building located in the geographic center of the District, the Haymarket Town Hall would provide a perfect venue for these meetings.
It seems fitting that Haymarket Town Hall become the meeting place for Democrats who are interested in fuller participation in civic affairs.

William H Hardy
Applicant Printed Name

William H Hardy
Applicant Signature

October 17, 2013
Date of Appeal

DEC 8 2013
Date Requested for Town Hall Use

Date presented to Town Council: _____

Town Council's decision on Waiver Request:

Waiver Granted: _____

Waiver Denied: _____

Comments:

Political groups like GMDDC have been afforded the privilege of meeting at governmental buildings, most often County buildings, without charge for a long time. Unfortunately, as I discussed with your coworker yesterday, there are no County buildings in the Gainesville Magisterial District. At present we are holding our meetings on a "where we can find this month" basis. Since the GMDDC is a group of citizens who work together on a voluntary basis to promote civic involvement and Haymarket is in the center of the District, we would ask the Town extend the same courtesy as the County by allowing us to meet at your facility at no charge.

I have requested a check from the committee for the damage deposit. I will bring it by as soon as it is available.

Thank you for the consideration on the fee waiver request.

Regards,

Bill

Bill Hardy
6386 Avington Pl
Gainesville, VA 20155
Phone (571) 248-0940
Cell (865) 279-1090

REQUEST FOR WAIVER OF FEES

I am hereby requesting a waiver of the Town Hall Rental Fees, for the following reason: (please provide your intended use of the Town Hall and your reasoning for wanting a waiver of said fees):


It is respectfully requested that you waive the rental fees associated with the use of the Town Hall facilities for the American Legion, Haymarket Post 1799.

We have been a part of Haymarket since our founding in 2005, from that modest beginning with the 25 members needed to form a post we have grown to over 130 today. We realize only \$6 per member per year to belong to the post. That, plus what we receive as donations on Memorial Day, 4th of July, Labor Day and Veterans Day has sustained our support for several local community based programs.

We don't have our own facility and right now our Post only uses the Town Hall for 4 meeting and 2 blood drives. If we are not granted a waiver of fees we will have to make a decision on whether to relocate, or cut our programs.

Michael High, Commander
American Legion Post 1799

703-743-0621



2014 dat

Applicant Printed Name

Applicant Signature

10/24/2013

Feb 15th, Apr 26th, May 10th, Aug 16th, Oct 11th, Oct 25th, 2014

Date of Appeal

Date Requested for Town Hall Use

Date presented to Town Council: _____

Town Council's decision on Waiver Request:

Waiver Granted: _____

Waiver Denied: _____

Comments:

Attachment: Request to Council American Legion 1799 (1631 : Request to Council)



TO: Town of Haymarket Town Council
SUBJECT: Appropriation
DATE: 11/04/13

BACKGROUND

As part of the agreements for the right-of-way acquisition for the Streetscape project, the Town agreed to relocate four of the signs of local businesses within the project area. These agreements are in writing and as we are beginning to start the project, we need to move forward with getting these signs relocated. These signs include Consignment Shop at the corner of Madison and Washington Street, The Veterinarian's office and two signs at the Haymarket Baptist Church.

I have gotten two quotes for the relocation of the signs and the total cost should not be more than \$2,600. Please note one of the signs has electric associated with it which involves the relocation of the conduit, therefore raising the cost significantly.

RECOMMENDATION

I would recommend that Council authorize the Town Manager to complete the relocation of the signs within the Streetscape Project area as agreed upon by the Town.

MOTION:

I move to authorize the Town Manager to hire a company to relocate the four signs within the Streetscape Project area up to a cost of \$2,800. Furthermore, I move to take the funds from the Streetscape Construction line item.

Or

I move to ...



TO: Town of Haymarket Town Council
SUBJECT: Freedom of Information Act
DATE: 11/04/13

FOIA:

- I am working with Maria Everett from the FOIA Council to schedule a FOIA class/ presentation for the Council in the near future.
- I would recommend that we invite all of our boards to this presentation.
- We may also reach out to surrounding jurisdictions and invite them as well to the opportunity.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 11/04/13

- Ice Rink Expansion. The Commission has scheduled public hearing in November regarding alternative buffers and perimeter parking lot landscaping proposed by the rink expansion. The Commission is also initiating a text amendment to the zoning ordinance to establish a minimum-off street parking standard for indoor recreation uses (1/300 square feet of floor space).
- Haymarket Self Storage. The owner submitted a preliminary site and special exception application outdoor equipment storage. The applications are still under review by staff.
- Robinsons Paradise Rezoning. The rezoning to develop up to 28 small lot single-family homes is still under review by staff. Staff is also looking at updating the Town Council's proffer guidelines.
- Firehouse Sale. The firehouse is still under purchase contract. The purchaser has yet to contact the town regarding the proposed wine bar / bakery use.
- Historic District Overlay. Per the Council direction, the Planning Commission has considered amendments to the Old and Historic Haymarket District Overlay boundary. The amended boundary includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review. The Commission is scheduling a public hearing regarding the amended boundary.
- Zoning Permit Log. To be provided under separate cover.



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report
DATE: 11/04/13

Enhancement Project

- The Town Engineer will give an update on the status of the project.

Plan Review

- Robinson's Paradise: Combined Re-zoning packet/Preliminary Plan has been received and is under review.
- Haymarket Self Storage: SUP Package has been received and is under review.



TO: Town of Haymarket Town Council
 SUBJECT: Museum Report
 DATE: 11/04/13

Operational Hours Signage

Per Council's request, there is now signage on the front door of the Museum detailing operational hours. The Museum is currently open Monday thru Friday 3 - 5 pm and on weekends 1-4pm.

Quilt Exhibit

For the first time, the Haymarket Chapter of Quilters Unlimited had on exhibit over 70 quilts at the Museum. Seven genres of quilts were on display for the public. A few among them truly stood out. The Museum had 2 "Underground Railroad" quilts. These quilts were made from reproduced 1800's fabrics. These particular quilts were a form of communication in 'code' to African-American slaves about how to escape to freedom. Next, there was a handmade quilt commemorating the United States Bicentennial, which placed 104th world-wide in a competition. Also, there was a quilt depicting the journey of a husband and wife biking adventure from the state of Washington to Virginia. And of course, our own Town of Haymarket quilt, which was proudly displayed in the center of the exhibit.

Oktoberfest - 2013

Saturday, October 19th marked our 3rd Annual Oktoberfest. The Museum welcomed nearly 100 visitors that day. Some were first time visitors as well as those who came specifically for the quilt exhibit. Patrons enjoyed conversations with the Quilters who were on hand to answer any questions as well as Betty Ratliff's grandmothers early 1900's hand crank sewing machine.

Museum Repair Work

Genesis Contracting has started the repair work where water has been coming in through the louvers. Once the area is fixed and tested, then the contracted repair work due to Hurricane Sandy will start.

Museum Attendance for October 2013

Oct. 5th/Oct. 6th = 35

Oct. 11th/ Oct. 12th = 30

***Oct. 19th/Oct. 20th = 123**

Oct. 21st thru Oct. 24th = 14

Total for October = 202

***Denotes Oktoberfest**



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 11/04/13

ATTACHMENTS:

- Treasurer's Report - November 2013 - Summary.pdf (XLSX)
- Treasurer's Report - November 2013 - Detail (PDF)

EXPENDITURES	Adopted Fiscal Year 2013 Budget	Amended Budget	Year to Date Appropriations	Year to Date Actuals Thru 10/24/2013
Administration	521,483.00	521,483.00	207,918.00	164,846.00
Public Safety	685,994.00	685,994.00	368,748.00	241,892.00
Public Works	197,607.00	217,607.00	115,928.00	84,628.00
Parks, Recreation, & Cultural	42,479.00	42,479.00	17,490.00	10,227.00
Community Development	2,399,987.00	2,379,987.00	2,339,623.00	45,259.00
Non-Departmental	457,880.00	457,880.00	390,110.00	117,420.00
TOTAL EXPENSE	4,305,430.00	4,305,430.00	3,439,817.00	664,272.00

REVENUE	Adopted Fiscal Year 2013 Budget	Amended Budget	Year to Date Appropriations	Year to Date Actuals Thru 10/24/2013
General Property Taxes	330,932.00	330,932.00		300,493.00
Other Local Taxes	1,068,000.00	1,068,000.00		232,547.00
Permits, Fees, & Licenses	45,750.00	45,750.00		33,882.00
Fines & Forfeitures	75,000.00	75,000.00		32,126.00
Revenue from the Commonwealth	190,499.00	190,499.00		77,595.00
Miscellaneous	14,800.00	14,800.00		6,229.00
Rental (Use of Property)	239,826.00	239,826.00		80,157.00
Interest on Bank Deposits	1,000.00	1,000.00		758.00
Safety LU/MAP 21 Grant	1,290,852.00	1,290,852.00		0.00
Transfer of Cash Reserves	1,048,771.00	1,048,771.00		0.00
TOTAL REVENUE	4,305,430.00	4,305,430.00		763,787.00

Attachment: Treasurer's Report - November 2013 - Summary.pdf (1641 : Treasurer's Report)

1:17 PM
10/28/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun 14	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES		
Real Estate - Current	291,258.99	291,032.00
Public Service Corp RE Tax	8,815.07	9,400.00
Personal Property Tax	45.09	25,000.00
Penalties - All Property Taxes	0.00	3,000.00
Interest - All Property Taxes	374.30	2,500.00
Total GENERAL PROPERTY TAXES	300,493.45	330,932.00
OTHER LOCAL TAXES		
Sales Tax Receipts	7,778.09	85,000.00
Meals Tax - Current	171,792.12	475,000.00
Consumer Utility Tax	27,581.34	100,000.00
Bank Stock Tax	0.00	18,000.00
Business License Tax	-37.63	140,000.00
Cigarette Tax	37,225.00	250,000.00
Total OTHER LOCAL TAXES	244,338.92	1,068,000.00
PERMITS,FEES & LICENESES		
Occupancy Permits	800.00	2,000.00
Inspection Fees	10,315.00	10,000.00
Other Planning & Permits	22,565.00	23,000.00
Application Fees	682.12	10,000.00
Motor Vehicle Licenses	630.00	750.00
Total PERMITS,FEES & LICENESES	34,992.12	45,750.00
FINES & FORFEITURES	32,126.05	75,000.00
REVENUE FROM COMMONWEALTH		
Communications Tax	31,682.83	120,000.00
Department of Fire Programs	17,000.00	8,000.00
599 Law Enforcement Grant	7,092.00	33,922.00
DEQ Grant	0.00	1,000.00
Personal Property Tax Reimburse	18,626.97	18,627.00
DMV Grant	1,644.80	7,500.00
Railroad Rolling Stock	1,548.20	1,450.00
Total REVENUE FROM COMMONWEALTH	77,594.80	190,499.00
MISCELLANEOUS		
Penalties/Interest (Non BPOL)	199.11	
Interest on Bank Deposits	47.15	1,500.00
Gifts & Donations	10.00	1,500.00
Citations & Accident Reports	410.00	300.00
Recovered Costs - Events		
Miscellaneous Income	250.00	
Recovered Costs - Events - Other	4,950.72	10,500.00
Total Recovered Costs - Events	5,200.72	10,500.00
Sale of Salvage & Surplus	397.34	1,000.00
Total MISCELLANEOUS	6,264.32	14,800.00
RENTAL (USE OF PROPERTY)		
Penalties & Interest	445.73	
Suite 110 Rental Income	16,381.30	46,615.00
Suite 200 Rental Income	31,130.18	94,141.00
Suite 204 Rental Income	9,069.64	27,720.00
15020 Wash St Rental Income	9,687.51	32,000.00
6630 Jefferson St Rental Income	12,442.46	37,350.00
Town Hall Rental Income	1,000.00	2,000.00
Total RENTAL (USE OF PROPERTY)	80,156.82	239,826.00

Attachment: Treasurer's Report - November 2013 - Detail (1641 : Treasurer's Report)

1:17 PM
10/28/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun 14	Budget
INTEREST ON BANK DEPOSITS	758.02	1,000.00
SAFETY LU/MAP 21 GRANT	0.00	1,290,852.00
TRANSFER OF CASH RESERVES	0.00	1,048,771.00
Total Income	776,724.50	4,305,430.00
Gross Profit	776,724.50	4,305,430.00
Expense		
01 - ADMINISTRATION		
11100 - TOWN COUNCIL		
Salaries & Wages - Regular	7,750.00	23,400.00
FICA/Medicare	-1,753.98	1,755.00
Mileage Allowance	0.00	1,500.00
Meals and Lodging	0.00	2,000.00
Convention & Education	678.28	1,000.00
Town Elections	0.00	4,000.00
Total 11100 - TOWN COUNCIL	6,674.30	33,655.00
12110 - TOWN ADMINISTRATION		
Salaries/Wages-Regular	50,860.90	159,240.00
Salaries/Wages - Overtime	2,238.46	8,000.00
Salaries/Wages - Part Time	22,158.19	72,300.00
FICA/Medicare	8,227.36	18,000.00
VRS	4,579.56	13,646.00
Health Insurance	11,625.20	34,232.00
Disability Insurance	348.80	910.00
Unemployment Insurance	395.88	2,500.00
Worker's Compensation	503.00	500.00
Liability Insurance	11,728.00	12,000.00
Accounting Services	5,323.75	20,000.00
Cigarette Tax Administration	986.33	7,500.00
Repairs/Maintenance Services	450.00	
Maintenance Service Contracts	363.00	1,500.00
Printing & Binding	1,546.14	5,000.00
Advertising	1,754.19	13,000.00
Postage	58.76	2,000.00
Telecommunications	835.44	2,600.00
Equipment Rental	451.57	1,600.00
Mileage	416.75	1,500.00
Meals & Lodging	41.46	2,000.00
Convention & Education	390.00	1,000.00
Miscellaneous	-1,247.17	1,000.00
Dues & Memberships	1,608.88	3,500.00
Office Supplies	1,479.25	3,500.00
Books & Subscriptions	830.65	800.00
Educational & Training	475.00	2,000.00
Total 12110 - TOWN ADMINISTRATION	128,429.35	389,828.00
12210 - LEGAL SERVICES		
Legal Services	25,546.11	80,000.00
Total 12210 - LEGAL SERVICES	25,546.11	80,000.00
12240 - INDEPENDENT AUDITOR		
Auditing Services	0.00	18,000.00
Total 12240 - INDEPENDENT AUDITOR	0.00	18,000.00
Total 01 - ADMINISTRATION	160,649.76	521,483.00

Attachment: Treasurer's Report - November 2013 - Detail (1641 : Treasurer's Report)

1:17 PM
10/28/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun 14	Budget
03 - PUBLIC SAFETY		
31100 - POLICE DEPARTMENT		
Salaries & Wages - Regular	106,629.01	338,312.00
Salaries & Wages - Overtime	7,487.15	15,000.00
Salaries & Wages - Part Time	0.00	500.00
FICA/MEDICARE	8,507.45	30,000.00
VRS	8,921.04	30,000.00
Health Insurance	22,554.58	85,000.00
Group Insurance	1,712.00	4,802.00
Disability Insurance	743.20	2,450.00
Unemployment Insurance	0.00	5,000.00
Workers' Compensation Insurance	10,126.00	10,000.00
Line of Duty Act Insurance	2,600.00	2,500.00
Legal Services	6,313.13	14,500.00
Repair/Maintenance Service	1,565.61	2,025.00
Maintenance Service Contracts	1,641.70	1,200.00
Advertising	0.00	500.00
Electrical Services	1,226.28	2,000.00
Internet Services	1,457.73	3,180.00
Postage & Delivery	51.95	500.00
Telecommunications	1,864.22	4,700.00
General Prop Ins (Veh. & Bldg)	9,267.30	11,000.00
Equipment Rental	623.45	500.00
Mileage Allowance	0.00	250.00
Meals and Lodging	51.28	250.00
Discretionary Fund	190.49	1,500.00
Dues & Subscriptions	3,818.50	5,400.00
Office Supplies	1,918.79	3,375.00
Repair & Maintenance Supplies	0.00	500.00
Vehicle Fuels	8,567.53	25,000.00
Vehicle/Powered Equip Supplies	1,093.85	22,000.00
Police Supplies	1,255.57	2,700.00
Uniforms	1,427.17	8,850.00
Education & Training	233.08	1,000.00
Grant Expenditures	538.72	7,500.00
Capital Outlay-Machinery/Equip	433.94	6,000.00
Total 31100 - POLICE DEPARTMENT	212,820.72	647,994.00
34100 - BUILDING OFFICIAL	34,290.00	55,000.00
32100 - FIRE & RESCUE		
Contributions to other Govt Ent	0.00	8,000.00
Total 32100 - FIRE & RESCUE	0.00	8,000.00
Total 03 - PUBLIC SAFETY	247,110.72	710,994.00
04 - PUBLIC WORKS		
43200 - REFUSE COLLECTION		
Trash Removal Contract	22,888.12	67,000.00
Total 43200 - REFUSE COLLECTION	22,888.12	67,000.00
43100 - MAINT OF GENERAL BLDG & GROUNDS		
Repairs/Maintenance Services	4,900.96	15,000.00
Pest Control	295.00	3,000.00
Maintenance Service Contracts	3,410.19	15,000.00
Landscaping	6,350.00	15,000.00
Snow Removal	0.00	4,000.00
Maint Svc - Street Cleaning	3,135.00	11,000.00
Electric Services	963.44	3,500.00
Electrical Services-Streetlight	637.87	2,600.00
Water & Sewer Services	114.82	350.00
Website & Internet Svcs	5,467.66	12,000.00
General Property Insurance	1,800.33	1,701.00
Janitorial Supplies	146.66	1,000.00
Capital Outlay-Major Bldg Reprs	24,026.25	30,000.00
Total 43100 - MAINT OF GENERAL BLDG & GROUNDS	51,248.18	114,151.00

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1:17 PM
10/28/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun 14	Budget
43201 · RENTAL PROPERTY - SUITE 110		
Repairs/Maintenance Services	229.58	1,000.00
Electrical Services	963.45	3,500.00
Water/Sewer Services	114.83	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	463.00
Repair/Maintenance Supplies	0.00	500.00
Total 43201 · RENTAL PROPERTY - SUITE 110	2,165.16	6,623.00
43202 · RENTAL PROPERTY - SUITE 200		
Repairs/Maintenance Services	591.00	1,000.00
Electrical Services	963.46	3,500.00
Water and Sewer Services	114.83	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	1,060.00
Repair/Maintenance Supplies	0.00	500.00
Total 43202 · RENTAL PROPERTY - SUITE 200	2,526.59	7,220.00
43203 · RENTAL PROPERTY - SUITE 204		
Repairs/Maintenance Services	0.00	1,000.00
Electrical Services	963.45	3,500.00
Water and Sewer Services	114.82	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	305.00
Repair/Maintenance Supplies	0.00	500.00
Total 43203 · RENTAL PROPERTY - SUITE 204	1,935.57	6,465.00
43204 · RENTAL PROPERTY - 15020 WASH ST		
Repairs/Maintenance Services	400.00	1,000.00
Water and Sewer Services	16.06	350.00
General Property Insurance	514.38	486.00
Real Property Taxes	0.00	1,000.00
Repair/Maintenance Supplies	0.00	500.00
Utilities	33.34	
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	963.78	3,336.00
43205 · RENTAL PROPERTY-HULFISH HOUSE		
Repairs/Maintenance Services	546.23	1,000.00
Water and Sewer Services	0.00	350.00
General Property Insurance	600.11	570.00
Real Property Taxes	0.00	232.00
Repairs/Maintenance Supplies	0.00	500.00
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,146.34	2,652.00
43206 · 14710 WASHINGTON STREET		
Repairs/Maintenance Services	365.50	2,500.00
Electrical Services	351.62	4,000.00
Pest Control	0.00	0.00
Sewer Services	0.00	350.00
Gas Services	103.40	1,500.00
General Property Insurance	1,028.76	810.00
Repair & Maintenance Supplies	0.00	1,000.00
Total 43206 · 14710 WASHINGTON STREET	1,849.28	10,160.00
Total 04 · PUBLIC WORKS	84,723.02	217,607.00
07 · PARKS, REC & CULTURAL		
71110 · EVENTS		
Contractual Services	3,184.82	7,500.00
Total 71110 · EVENTS	3,184.82	7,500.00

Attachment: Treasurer's Report - November 2013 - Detail (1641 : Treasurer's Report)

1:17 PM
10/28/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun 14	Budget
72200 - MUSEUM		
Salaries & Wages - Part Time	3,274.51	12,000.00
FICA/Medicare	0.00	1,074.00
Other Contractual Services	100.00	3,000.00
Repairs & Maintenance Services	1,170.68	4,000.00
Maintenance Service Contracts	0.00	720.00
Advertising	0.00	3,000.00
Electrical Services	181.53	1,200.00
Heating Services	357.00	2,500.00
Water & Sewer Services	18.72	500.00
Postage	0.00	100.00
Telecommunications	495.75	1,500.00
General Property Insurance	1,200.22	1,135.00
Miscellaneous	0.00	1,500.00
Dues & Subscriptions	45.00	500.00
Office Supplies	361.51	500.00
Janitorial Supplies	0.00	250.00
Repair & Maintenance Supplies	0.00	1,000.00
Books & Subscriptions	0.00	500.00
Total 72200 - MUSEUM	7,204.92	34,979.00
Total 07 - PARKS, REC & CULTURAL	10,389.74	42,479.00
08 - COMMUNITY DEVELOPMENT		
81100 - PLANNING COMMISSION		
Unemployment Insurance	2.95	
Salaries & Wages - Regular	1,005.00	5,000.00
FICA/Medicare	76.89	300.00
Mileage Allowance	0.00	1,500.00
Meals & Lodging	0.00	2,000.00
Convention & Education	0.00	1,000.00
Total 81100 - PLANNING COMMISSION	1,084.84	9,800.00
81110 - ARCHITECTURAL REVIEW BOARD		
Unemployment Insurance	9.61	
Salaries & Wages - Regular	945.00	3,780.00
FICA/Medicare	14.92	284.00
Mileage Allowance	0.00	1,500.00
Meals & Lodging	0.00	2,000.00
Convention & Education	0.00	1,000.00
Total 81110 - ARCHITECTURAL REVIEW BOARD	969.53	8,564.00
94101 - CABOOSE ENHANCEMENT PROJECT		
Construction	2,450.00	42,000.00
Total 94101 - CABOOSE ENHANCEMENT PROJECT	2,450.00	42,000.00
94100 - WASH ST. ENHANCEMENT PROJECT		
Street Scape Construction	40,809.29	2,319,623.00
Total 94100 - WASH ST. ENHANCEMENT PROJECT	40,809.29	2,319,623.00
Total 08 - COMMUNITY DEVELOPMENT	45,313.66	2,379,987.00
09 - NON-DEPARTMENTAL		
95100 - DEBT SERVICE		
2004 A Bond Principal	4,180.01	12,700.00
2004 A Bond Interest	2,074.31	6,065.00
2004 B Bond Principal	5,637.88	17,260.00
2004 B Bond Interest	5,120.96	30,781.00
2004 C Bond Principal	10,036.36	30,551.00
2004 C Bond Interest	5,401.40	15,763.00
2005 Bond Principal	75,000.00	75,000.00
2005 Bond Interest	9,191.25	37,733.00
Bond Administration Fees	85.46	
Capital Lease Payments	7,264.92	21,794.00
Total 95100 - DEBT SERVICE	123,992.55	247,647.00

Attachment: Treasurer's Report - November 2013 - Detail (1641 : Treasurer's Report)

1:17 PM
 10/28/13
 Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
 July 2013 through June 2014

	Jul '13 - Jun 14	Budget
Street Scape Capital Reserve	0.00	135,233.00
General Reserve	-4,756.75	50,000.00
Total 09 - NON-DEPARTMENTAL	119,235.80	432,880.00
Total Expense	667,422.70	4,305,430.00
Net Ordinary Income	109,301.80	0.00
Net Income	109,301.80	0.00

Attachment: Treasurer's Report - November 2013 - Detail (1641 : Treasurer's Report)



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 11/04/13

ATTACHMENTS:

- Police Report - October 2013 (PDF)

**Town Police Statistics for
July, August, & September 2013**

Activity	July	August	September	Total
Mileage	7190	8571	6336	22097
Warning Tickets	65	50	0	115
Parking Tickets	5	8	3	16
Uniform Traffic Summons	113	168	113	394
Criminal Felony	1	1	4	6
Criminal Misdemeanor	7	12	9	28
Reports	25	16	22	63
Complaints	485	334	367	1186
Accidents	4	0	2	6
Hours Worked	1344	1264.5	1233.5	3842

During the month of September 2013 the Haymarket Police Department participated in the following:

- September 13, 2013 Officers attended DUID Training at the Fredericksburg Police Academy.
- September 14, 2013 Multi-Jurisdictional DUI Checkpoint (stat sheet attached)
- September 18, 2013 Donna attended FOIA Conference.
- September 19, 2013 Haymarket assisted Stephens City Police Department with traffic control for special event.
- September 21, 2013 all Police Department staff assisted in traffic and crowd control for the annual Haymarket Day celebration along with law enforcement officers from VSP, Stephens City PD, Prince William County PD, Prince William County Sheriff's Office, and Middletown PD.

**Criminal Stats for September 2013
Haymarket Police Department**

1. Suspicious Person = 7
2. Road Rage = 1
3. Disorderly = 1
4. Larceny = 1
5. Suspicious Vehicles = 8
6. DIP = 2
7. Alarm Calls = 1
8. Fight = 1
9. Animal Call = 2 (Animals unattended in vehicle while hot)
10. Fight in Progress = 1
11. Drugs = 1
12. Unconscious person = 1
13. Accidents = 2
14. Hit and Run = 1
15. DUID = 1
16. Found Property = 5
17. Missing Adult = 1
18. Assist PWCPD = 8
19. Assist VSP = 1
20. 911 Hang Up = 1
21. Lock Out = 1 (Vehicle keys locked in car)
22. Suicidal Subject = 1





TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 11/04/13

ATTACHMENTS:

- Building Official's Report - October 2013 (PDF)



October 25, 2013

The Honorable David Leake, Mayor & the Honorable Council Members of The Town of Haymarket,
15000 Washington Street, Suite 100
Haymarket, Virginia 20168

**Re: Monthly Building Code Compliance Inspection Report at
The Town of Haymarket, Virginia**

Mr. Leake,

In accordance with your request, Soil Consultants Engineering Inc. (SCE) performed building code compliance inspections for the Town of Haymarket. The information contained in this report covers amounts and results of SCE’s inspections from the period of September 27th thru October 25, 2013. A synopsis of the construction inspections is as follows:

Building	7
Electrical	6
Mechanical	8
Plumbing	6
Finals	4
Rejections	0

The inspections above resulted with the issuance of two (2) Certificates of Occupancies and one (1) Temporary Occupancy permit was approved. Three (3) property condition inspections were conducted during this same time period.

During this time frame, plan submissions consisted of:

Building	6
Electrical	1
Mechanical	0
Plumbing	0
Fire Alarm	4

One submitted plan was rejected until such time as a “valid” site plat was submitted with the plan package. This relates back to the defective site plans originally submitted by DR Horton for the Sherwood Forrest subdivision.

Attachment: Building Official's Report - October 2013 (1638 : Building Official's Report)

Two (2) E&S site reviews were conducted during this time frame. Sherwood Forrest is rapidly approaching final stabilization of the site. I still have concerns with the E&S specifics that occurred in the Longstreet Commons / I-66 (VDOT) portion of the development.

The E&S measures Drees Homes has used on the lot on Jordan Lane are degrading. I gave them until next Thursday, October 31, 2013, to take corrective actions to bring the site into compliance. I also noted that tires were being disposed of on the property. This issue was also noted to the developer to rectify.

My observation of the Alexandra's Keep Property Maintenance violations indicate 83% compliance, however, a drainage issue is still present between Lot's 11 and 12. The runoff from the hardscape is still channelizing the mulch bed between the two driveways, leaving deposits in the driveway of Lot 12. D. R. Horton still has not submitted a corrective plan for the streetlight piers and underground electrical wiring installed without plans, permit(s) or inspections. I spoke with the subcontractor 2 months ago and am awaiting his corrective plan of action.

We thank you for the opportunity to be of service. If you should have any questions regarding this letter, please do not hesitate to contact us.

Respectfully Submitted,



Dan Lyons, Building Inspector

Cc: Doug Smith, President
Soil Consultants Engineering, Inc

file



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 11/04/13

Changing of Election Times:

- Up until the presentation by Mary Jo Fields of VML, I thought for sure that it made sense to switch. Now I am convinced that it is not needed at this time.
- There may come a day, when the Council believes it is in the best interest to switch election dates, but at this time I believe you all should continue to have the elections remain in May.
- If you so desired, you could have a called Public Hearing to garner interest from the citizens to see if they would want to consider the switch and base a decision with regard to direction of the topic off of public comment.

Term Limits:

- This is one area I would advise the Council consider altering.
- Currently under 2 year term limits, it does not allow a Council to really develop a vision for long term success for the Town or long term goals for the Town.
- For example, per state requirements we are required to review and adopt a Comprehensive Plan every 5 years, under that direction, in essence, that is three different Town Councils reviewing and revising a Comprehensive Plan. This poses a challenge to long term goals and continuity for the Town.
- There are several ways to proceed with this Charter change and I would highly recommend taking this issue to the residents, either through a non-binding referendum or at minimum a public hearing.
- In conversations with our Town Attorney, he is prepared to advise you on your options to proceed with a charter change, if desired.

Potential Raises:

- First, I appreciate the Council discussing this issue as I am very supportive of our staff and the work that they do.
- However, at this time, we are only entering our second fiscal quarter and whereas we are up in some funded categories, we are below in others.
- Also, we have yet to start the Street Scape Project or go through the drawdown process to determine if the reimbursements will be done in a timely manner.
- While the gesture is appreciated, I would advise that we hold off on any action until after the third quarter at minimum.

Just as a side note, the above statements are general thoughts and considerations. I will be happy to comment in more detail or answer any additional questions with regard to these statements or any other concerns raised during the discussion.

Updates:

Audit Update:

- Robinson, Farmer, & Cox will have submitted the final draft of the 2012-2013 Audit and will be available for approval.

Sign Relocation for Streetscape Project:

- Recommendation included in agenda packet under Action Agenda.

Voting Changes:

I have sent the letter off to the Prince William Electoral Board notifying them that the Town will be proceeding with our May election as scheduled in 2014.

- I have provided some comments and issues to think about with regard to the potential changes, with regard to the election time and the terms.

Food Pantry:

- We have received the draft lease from our Attorney's office.
- The food pantry is having their attorney review the draft lease.
- I anticipate wrapping up the lease renewal very soon.

Attiva Contract Extension:

- Draft Addendum is being reviewed by Attiva.

SOP (Standards of Operation Procedures and Policy Manual):

- I have been working the creation of a "one stop shop" of all of our procedures and policies.
- In this process, I have indentified some policies and procedures that we currently do not have in place.
- I have drafted these policies and procedures based upon other jurisdictions throughout the state.
- I will be bringing you all this draft in the coming months for review and adoption.
- I would like your input if you would like to have the review process be handled through a committee or if you all would like to review the draft policies as I finish them or receive the entire document all at once?

Quiet Zone Update:

- I have made contact with the property owners on either side of the railroad track at private crossing on Kapp Valley Way.
- Both property owners have expressed a safety concern.
- I am setting up a field visit with all of the national organizations as well as the Quiet Zone committee, and local property owners involved to discuss the Quiet Zone and the sign location and the private crossing within the zone.
- This meeting should be taking place within the coming weeks.
- After this meeting, we would need to purchase and install the proper signs acknowledging the Quiet Zone at each crossing and address any other issues brought to our attention from the meeting.
- At that point, we declare our Quiet Zone and would need to have a public notice/ awareness campaign for residents and the Haymarket/Gainesville area.

VML Conference:

- I attended the VML Conference on October 14 &15 in Arlington, VA.
- Conference overall was very good. The keynote speakers focused on the future of economic development and how municipalities have to adapt to the generations that are part of each community and how their perspectives can shape our overall goals.
- It was great to also do some networking and get an idea of what other jurisdictions are doing about the changing of the election times.
- Thank you all for affording me the opportunity to attend.

Vacation Reminder:

- Just wanted to remind you all I will away on vacation with my family in Florida November 18th-27th, per our agreement prior to starting with the Town.

- I will make sure prior to leaving that I have my Manager's Report available for the work session and that the office knows how to get in touch in case of an emergency. I will be checking my e-mail occasionally but it will be at various times throughout the day.
- The staff will be able to handle any issues in my absence.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 11/04/13

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:

A3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. **Specifically a letter of intent to lease received from Crossroads Realtors for 14710 Washington Street**



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 11/04/13

§ 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.