



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, February 12, 2013

7:30 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance

3. Public Hearing

4. Minutes Acceptance

5. Citizens' Time

6. Updates

7. Agenda Items

- A. Parking - Town Center Property
- B. Town Center Property - Old Post Office
- C. Town Manager Position Duties & Responsibilities
- D. Certified Local Government

8. Appropriations

9. Department Reports

10. Citizens' Time II

11. Closed Session

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

12. Councilmember Time



TO: Town of Haymarket Town Council

SUBJECT: Parking - Town Center Property

DATE: 02/12/13

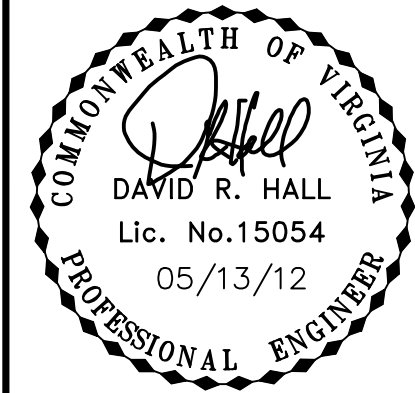
Please find a diagram showing the current parking conditions at the Town Center Property

ATTACHMENTS:

- TOWN CENTER SITE PLAN 5-14-12 (PDF)

REVISIONS
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PLOT PLAN
TOWN OF HAYMARKET
TOWN CENTER
PRINCE WILLIAM COUNTY, VIRGINIA



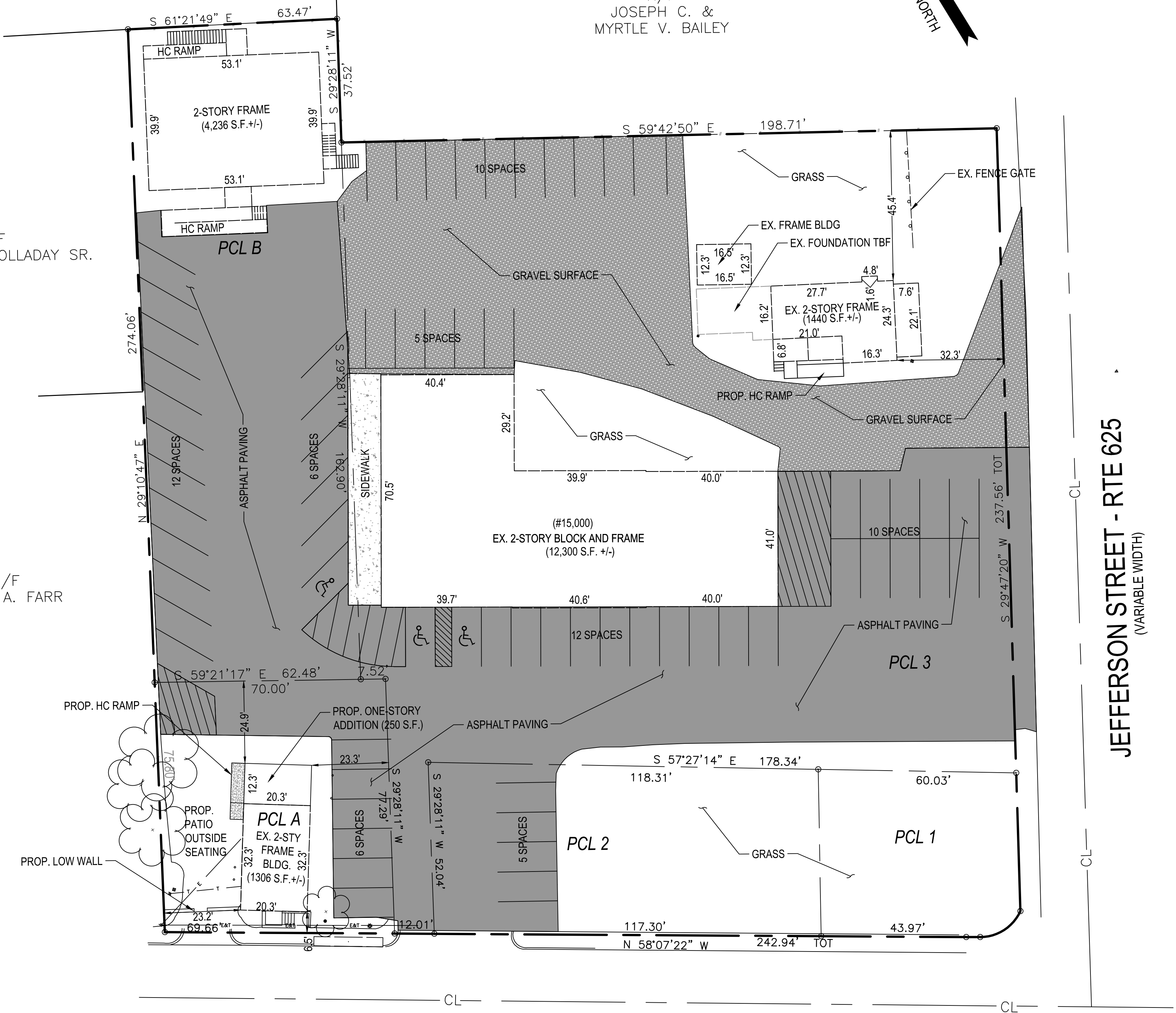
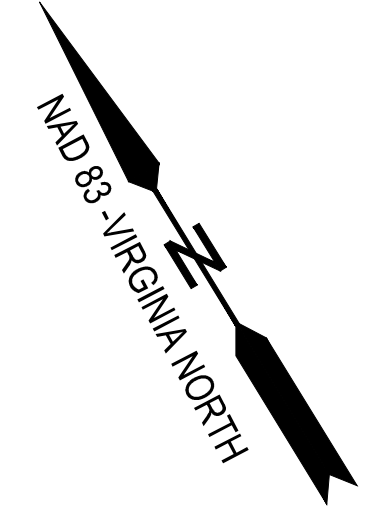
DESIGNED BY:
DRH
DRAWN BY:
DRH
CHECKED BY:
DRH
SCALE:
1" = 20'
DATE:
05/11/12
DRH JOB NO:
212001.03
DRAWING NO:
C-1

N/F
WALLACE M. &
SHIRLEY A. BAILEY.

N/F
JOSEPH C. &
MYRTLE V. BAILEY

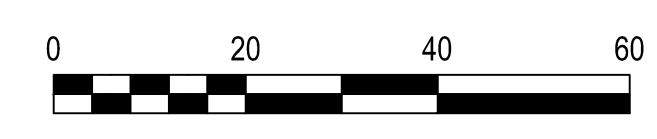
N/F
WALLACE F. HOLLADAY SR.

N/F
LYNDA A. FARR



WASHINGTON STREET - ROUTE 55
(VARIABLE WIDTH)

JEFFERSON STREET - RTE 625
(VARIABLE WIDTH)



NOTES:

1. THESE PARCELS OF LAND ARE DELINEATED BY PRINCE WILLIAM COUNTY PARCEL ID NUMBERS PARCEL 1- 7298-90-0102; PARCEL 2- 7298-80-9407; PARCEL 3- 7298-90-0216; PARCEL A - 7298-80-8614; PARCEL B- 7298-80-9226. CURRENT OWNER OF RECORD IS THE TOWN OF HAYMARKET, RECORDED AT 136-2-3 L1; 137-2-2; 136-2-74 L1; 137-2-1 AND 137-2-75B, AMONG THE RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
2. THE SUBJECT PROPERTY IS NOT LOCATED ON A 100 YEAR FLOOD PLAIN AS DESIGNATED ON THE PRINCE WILLIAM COUNTY GEOGRAPHIC INFORMATION SYSTEM.
3. THIS PLAT, AND THE SURVEY UPON WHICH IT IS BASED, HAVE BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, AN ALTA SURVEY PREPARED BY BURGESS & NIPLE DATED APRIL 24, 2000 WAS USED FOR TITLE INFORMATION.
4. UNDERGROUND IMPROVEMENTS OR UTILITIES HAVE NOT BEEN LOCATED AND ARE NOT SHOWN AS A PART OF THIS SURVEY.
5. THE PROPERTY IS CURRENTLY ZONED B1 ACCORDING TO THE TOWN OF HAYMARKET ADOPTED ZONING MAP.
6. BEARINGS ARE BASED ON THE ALTA SURVEY BY BURGESS & NIPLE AND GRID NORTH OF THE VIRGINIA STATE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 AND WAS DETERMINED FROM GLOBAL POSITIONING SYSTEM OBSERVATION ON MAY 11, 2012. DATA FROM THESE OBSERVATIONS WERE REDUCED BY THE NATIONAL GEODETIC SURVEY'S "ONLINE POSITIONING USER SERVICE".

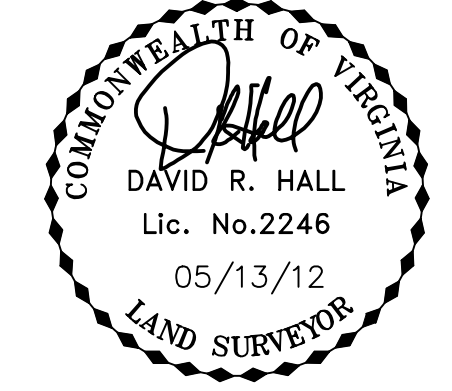
SURVEYOR'S CERTIFICATE

I, DAVID R. HALL, A DULY LICENSED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA (REGISTRATION No 2246) DO HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS BASED UPON AN ACTUAL SURVEY MADE ON THE GROUND AND MEETS ALL MINIMUM STANDARDS AND PROCEDURES FOR LAND BOUNDARY SURVEYING AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

David R. Hall
DAVID R. HALL, L.S.

05/13/12

NO.002246



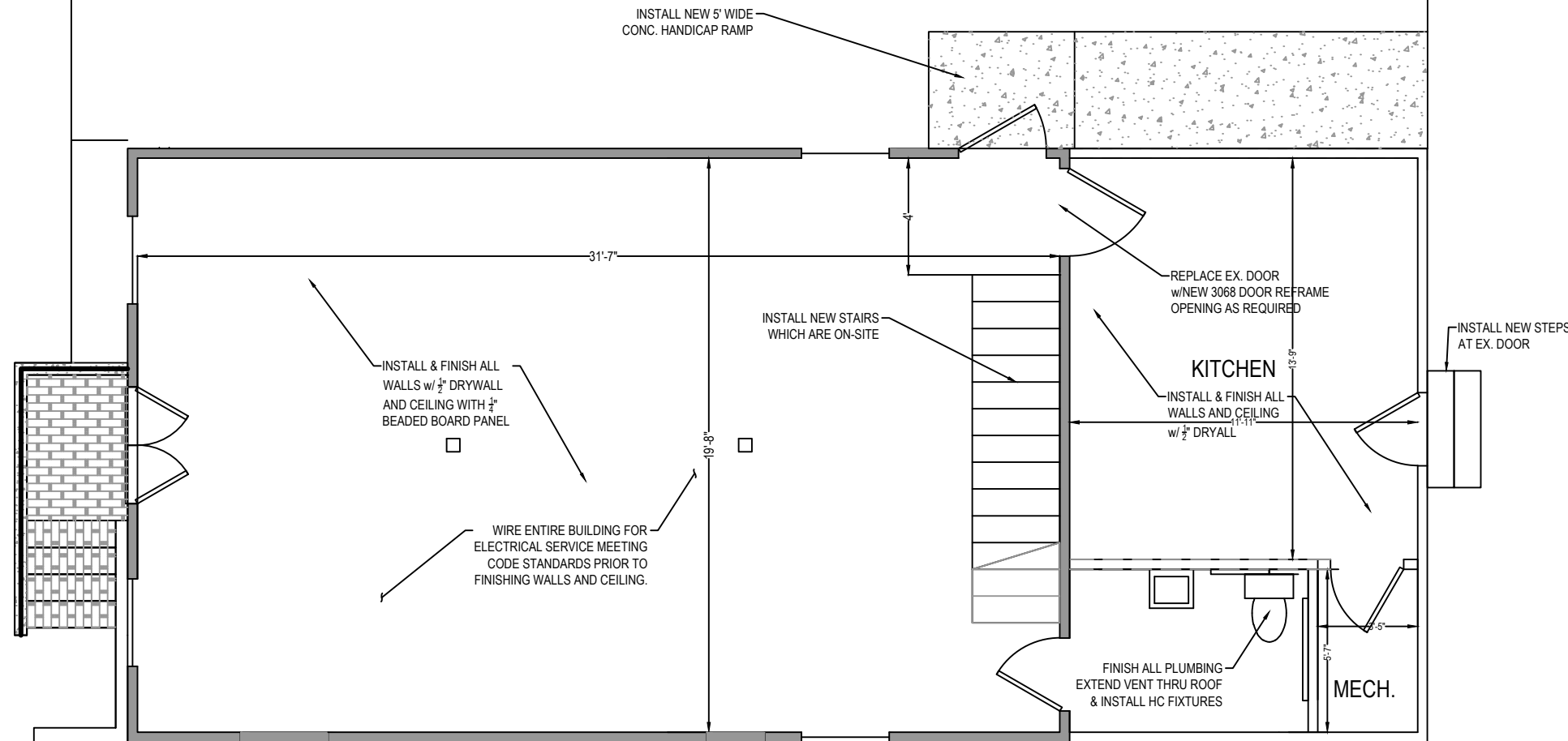


TO: Town of Haymarket Town Council
SUBJECT: Town Center Property - Old Post Office
DATE: 02/12/13

ATTACHMENTS:

- DRH-Old Post Office Finishing Plan (PDF)

K:\Projects\212 STRUCT PROJECTS\212001 - Haymarket Structural Analysis\Dwg\DRH-Old Post Office Finishing Plan.dwg, 2/11/2013 12:08:08 PM, DWG To PDF.pc3



1st FLOOR PLAN

SCALE: 3/16" = 1'-0"

SCOPE OF WORK

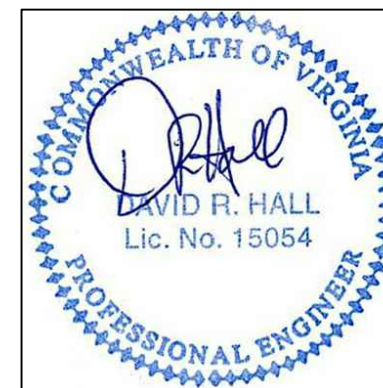
Note the scope of work includes finishing off the renovation work previously completed on this building. The following general task items describe the work but are not exclusive of any miscellaneous work required to ready the building for occupancy.

1. Mobilize to site. Install safety fence around building.
2. Install posts and main beam and ledger boards for 2nd floor
3. Install new stud bearing wall on 2nd floor to support attic joists and ridge of roof.
4. Caulk and seal all windows as necessary
5. Wire entire building for electrical service. Install underground conduit to pole for connection to power company from existing meter box.
6. Install HVAC system for entire building. Contractor to propose most cost effective system for install and submit to engineer for approval.
7. Install new beadboard panel ceiling above 1st floor and 2nd floor.
8. Repair/Install new flooring boards on 2nd floor
9. Install new stairway to 2nd floor.
10. Finish plumbing and installation of HC fixtures in restroom
11. Confirm connection to water and sewer to utility systems.
12. Reframe and install 3068 door between main first floor and new addition to rear of building.
13. Insulate and drywall new rear addition. Finish off drywall and paint with builder's white.
14. Drywall over existing walls on 1st and 2nd floors. Finish off drywall and paint with builder's white.
15. Install new HC ramp sidewalk (concrete) to side door (5 feet wide)
16. Install steps at rear entry door to new addition.

REVISIONS

OLD POST OFFICE RENOVATIONS
TOWN OF HAYMARKET, VIRGINIA

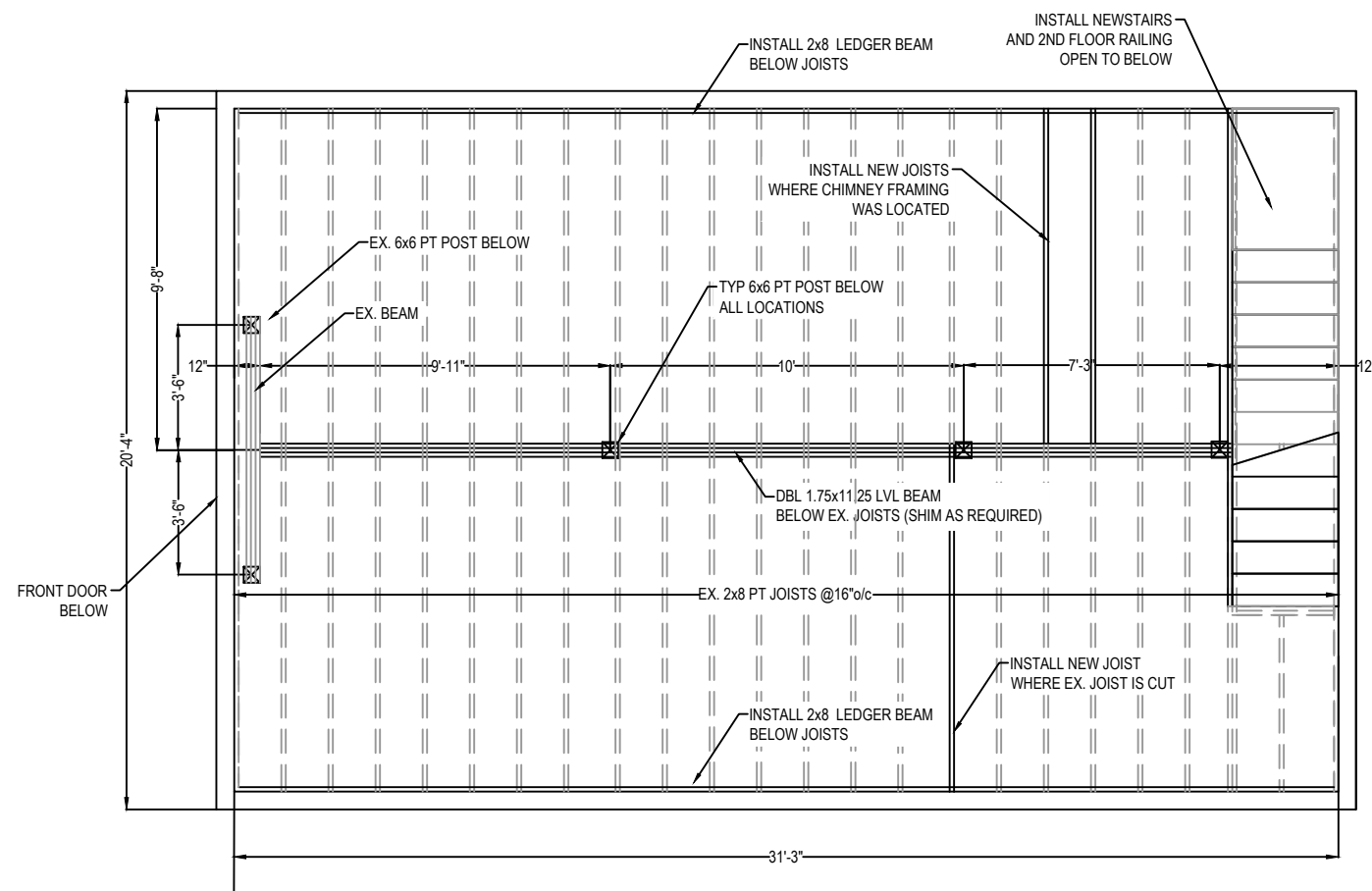
DESIGNED BY: DRH
 DRAWN BY: DRH
 SCALE: AS INDICATED
 DATE: 02/11/2013
 DRH JOB #: 212001.00
 DRAWING #: S-1
 SHEET: 1 OF 2



DRH ENGINEERS, PLC
 CIVIL - STRUCTURAL - FORENSIC
 410 Rosedale Court, Suite 110, Warrenton, VA 20186
 540-349-7840 540-301-0331 fax www.drhengineers.com

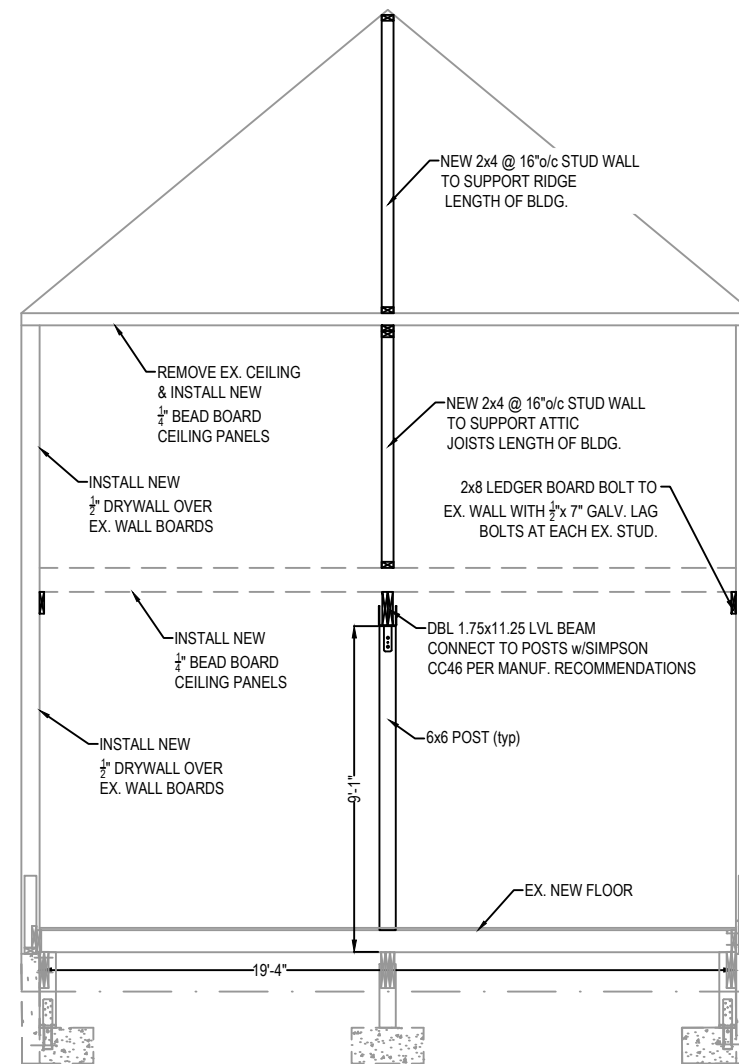
Attachment: DRH-Old Post Office Finishing Plan (1330 : Town Center Property - Old Post Office)

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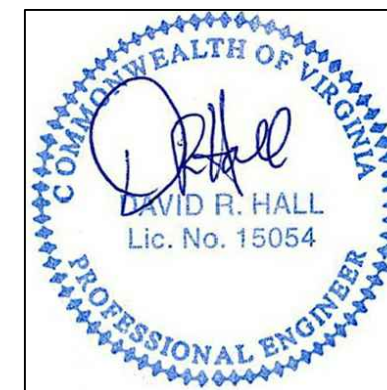
2nd FLOOR PLAN

SCALE: $\frac{3}{16}$ " = 1'-0"



SECTION VIEW

SCALE: $\frac{3}{16}$ " = 1'-0"



REVISIONS	

OLD POST OFFICE RENOVATIONS
TOWN OF HAYMARKET, VIRGINIA

DESIGNED BY: DRH
 DRAWN BY: DRH
 SCALE: AS INDICATED
 DATE: 02/11/2013
 DRH JOB #: 212001.00
 DRAWING #: S-2
 SHEET: 2 OF 2

DRH ENGINEERS, PLC
 CIVIL - STRUCTURAL - FORENSIC
 410 Rosedale Court, Suite 110, Warrenton, VA 20186
 540-349-7840 540-301-0331 fax www.drhengineers.com

Attachment: DRH-Old Post Office Finishing Plan (1330 : Town Center Property - Old Post Office)



TO: Town of Haymarket Town Council

SUBJECT: Town Manager Position

DATE: 02/12/13

Attached please find the job description created in 2006 when the Town hired its first Town Manager. Also attached is a job description for the Purcellville Town Manager.

ATTACHMENTS:

- Haymarket Town Manager Job Description (PDF)
- Purcellville TM Job Description.doc (PDF)

4 August 2006

Haymarket Town Manager
JOB DESCRIPTION

TITLE: Town Manager

FUNCTION: Town Manager for the Town of Haymarket, Virginia.

SUPERVISOR: Mayor of the Town of Haymarket, in his/her capacity as Chief Executive Officer for the Town

DESCRIPTION: The Town Manager is appointed by and serves at the pleasure of the Town Council. The Town Manager is responsible for the efficient administration of all Town functions, with the exception of the Police Department. Responsibilities include the following:

1. Personnel Supervisor
 - a. Assigned overall responsibility for supervising the Town's staff, however, not including the Town police officers or police department administrative personnel.
 - b. Recommends to the Town Council the hiring or separation of town staff.
 - c. Responsible for the administration of personnel benefits programs.
 - d. Carries out town personnel policies with respect to compensation, benefits, grievances, and performance evaluation.
2. Provides administrative support to the Mayor, Town Council, Committees of the Town Council, Commissions, Boards, and other officials of the Town.
 - a. Upon request from Town officials and with the concurrence of the Mayor, assists with conducting Town Business, including correspondence, document preparation, data entry, mailings, phone communications, and other administrative duties.
 - b. Submits a monthly status report on office activities and town matters to the Mayor and Council.
 - c. Ensures that the official town website is maintained and current.
3. Office Manager
 - a. Responsible for the day to day management of the Town Office space in Town Hall and all other town properties, developing and implementing policies for the efficient conduct of Town business.
 - b. Arranges for necessary skilled maintenance pursuant to Town procurement rules, as well as cleaning and maintenance.
 - c. Executes duties in a Landlord capacity for town leased properties.

Attachment: Haymarket Town Manager Job Description (1331 : Town Manager Position)

4 August 2006

4. Establishes appropriate systems and procedures for the efficient administration of the various functions of the Town.
 - a. Forwards requests and queries to appropriate officials regarding issues not within the role of the Town Manager.
 - b. Maintains liaison with corresponding County and State officials to facilitate interchange of official business and to promote cooperation and efficiency.
 - c. Ensures the timely handling of permits to the appropriate approving board or official.
5. Assists the Mayor in performing the executive functions of Town government, which include but are not limited to:
 - a. Policy development and implementation, as assigned.
 - b. Emergency management (flood, fire, gas leaks, natural disasters, etc).
 - c. Public works.
 - d. Public appearances and the media (in consultation with Mayor).
 - e. Fundraising and grant writing.
 - f. Other functions as determined by the Mayor and Council.
6. Serves as procurement officer, pursuant to Town procurement policies.
7. Serves as Zoning Administrator.
 - a. Responsible for the efficient processing of all zoning permit applications.
 - b. Informs Town Council members of permit applications forwarded to the Planning Commission or Architectural Review Board.
 - c. Performs all duties as ascribed to that position by the Haymarket Zoning Ordinance.
8. Serves as the Town Freedom of Information Act (FOIA) Officer
 - a. Processes FOIA requests pursuant to State and Federal laws.
 - b. Notifies the Mayor and Council on the receipt and status of all FOIA requests.
 - c. Consults with the Town Attorney in a timely manner on those FOIA requests that require legal clarification.
9. Attends all meetings of the Town Council, with the right to take part in the discussion, but having no vote. This right of participation will not extend to executive sessions, unless approved by a Council vote.

4 August 2006

QUALIFICATIONS:

1. A minimum of a bachelor's degree in a municipal-related field, with courses in public administration, business, and management.
2. At least five years previous local government administration experience.
3. Ability to work well with others, to be detailed-oriented, and to communicate effectively with co-workers and the general public.
4. Extensive experience in performing complex and difficult governmental tasks at the executive level.
5. Ability to supervise others effectively.
6. Demonstrated commitment to democratic principles of citizen participation and involvement in local governance.
7. Understanding of the basic principles of service delivery in functional areas (e.g. public safety, public works, community development, administrative service, human resources, management, financial management, etc.).
8. Knowledge of new technologies, systems and methods in relation to town services.
9. Ability to build cooperation and consensus.
10. Skill in mediation/negotiation techniques.
11. Skill in listening, speaking, and writing.
12. Ability to plan, coordinate and make sound decisions.
13. Skill in coordinating total job function to achieve desired results.

Employment Advertisement

Town Manager for Haymarket, Virginia.

Salary: Negotiable (+) Benefits. Supervisory position overseeing a wide range of town functions and activities. Bachelor's degree in a municipal-related field required with at least five years experience in government administration or equivalent experience. The Town is looking for a dynamic individual ready to meet the challenges of a rapidly developing municipality. Haymarket is situated approximately 40 miles west of Washington DC with a population of 1200. . Questions and resumes can be sent to the Vice Mayor at jcole@townofhaymarket.org with "Town Manager Application" as the subject. A complete job description is also available at the same address. Deadline for applications is 30 September 2006. Applicants may be subject to a background criminal investigation.

Town Of Purcellville

Job Description

Title: Town Manager

Reports To: This position is appointed and serves at the discretion of The Mayor and Town Council.

Position Summary:

The Town Manager is responsible for the management of the Town's overall daily operations. The Manager is responsible for the implementation of policies developed by the Town Council and for following the guidelines established in the Town Code.

Duties and Responsibilities:

(Illustrative only)

1. Handles all correspondence with the press and public.
2. Formulates annual budget.
3. Attends all meetings of the Council and recommends adoption of such measures as deemed expedient.
4. Reports to the Council upon the affairs of the municipality.
5. Advises the Council of the municipality's financial condition and its future financial needs.
6. Management oversight of all departments.
7. Insures that all laws, ordinances, resolutions and by-laws of the municipality are faithfully executed.
8. Handles citizen complaints.

Education and Certification Requirements:

Bachelor's Degree from an accredited college or university with major course work in public administration, personnel management, business administration, accounting or engineering. Must possess a minimum of three years experience in local government management at the level of a department head or above.

Skill Requirements:

- Comprehensive knowledge of public administrative policy and program development.
- Thorough knowledge of public personnel policies; organizational budget practices and state laws governing the operations of local governments.
- Experience in economic development.
- Skilled in grant development.

Additional Special Requirement: Must be bonded or capable of being bonded and hold a valid driver's license.

Working Conditions and Physical Requirements:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required.
- No or very limited exposure to physical risk.



TO: Town of Haymarket Town Council

SUBJECT: Certified Local Government

DATE: 02/12/13

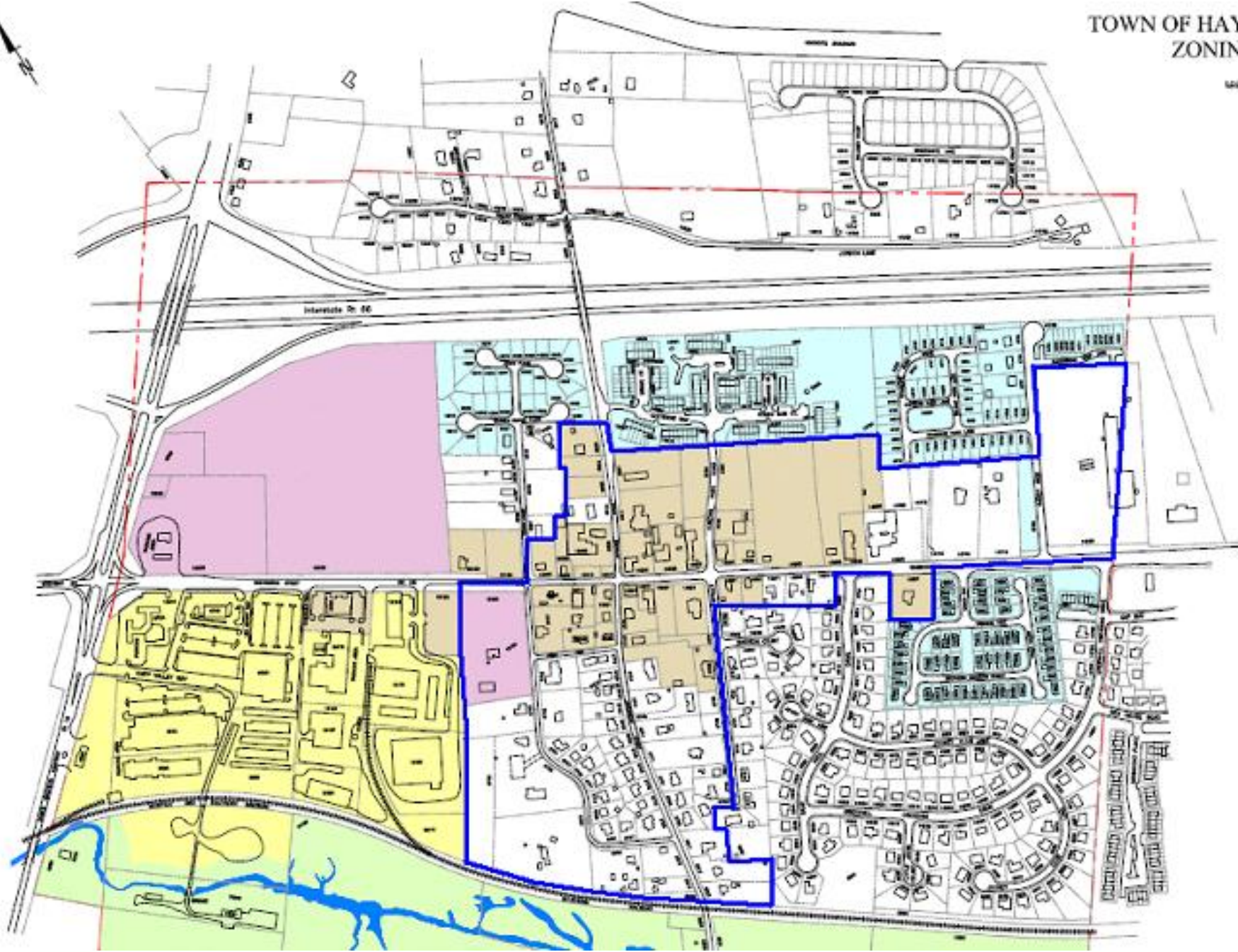
The Planning Commission was tasked by the Town Council to look into the possibility of the Town applying for Certified Local Government status. Upon research, without delineated boundaries of the Town's Historic District, the Town would not qualify.

Attached please find the revised boundaries, as proposed by the Planning Commission at their regularly scheduled meeting of February 11, 2013.

ATTACHMENTS:

- Proposed revised Historic District from PC 02-11-2013 (PDF)

TOWN OF HAYMARKET ZONING



LEGEND

MUNICIPAL BOUNDARY	---
H-1 DISTRICT	NO COLOR
H-2 DISTRICT	Light Blue
D-1 DISTRICT	Light Green
D-2 DISTRICT	Light Purple
O-1 DISTRICT	Light Yellow
I-1 DISTRICT	Light Orange

Attachment: Proposed revised Historic District from PC 02-11-2013 (1333 : Certified Local Government)



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 02/12/13

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:

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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, Town Hall Administration Staff, Building Official

3. 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, namely lease negotiations with Xcellent Technology Solutions, Daytime Playtime, and Street Scape property acquisitions.



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 02/12/13

§ 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.