



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 7, 2013

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Minutes Acceptance

A. Mayor & Council - Special Meeting - Dec 13, 2012 7:00 PM

### 4. Citizen's Time

A. Laurie Frasz

### 5. Agenda Items

- A. Uncollectible Monies
- B. Villages of Haymarket Phase II
- C. Historic District
- D. Virginia Stormwater Management Program (VSMP) Authority Holly Montague, Town Engineer
- E. Intent to Amend Section 30-8 Discharging Firearm or Pneumatic Guns

### 6. Appropriations

- A. Bull Run Middle School PTO Request of Proffer Funds
- B. Buckland Mills PTO Request of Proffer Funds
- C. Tyler PTO Request of Proffer Funds
- D. Reagan Middle School PTO Request of Proffer Funds
- E. PWC School's Request for Proffer Funds
- F. Erosion & Sediment Control Inspection Services
- G. Quarterly Appropriations

### 7. Department Reports

- A. Police Report - James E. Roop
- B. Museum Report - FrannMarie Jacinto
- C. Treasurer's Report
- D. Town Engineer's Report - Holly Montague, Town Engineer

### 8. Citizens' Time II

### 9. Closed Session

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

### 10. Councilmember Time

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

### 11. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, December 13, 2012

7:00 PM

Council Chambers

A Special Meeting of the Mayor & Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:02 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

### 2. Roll Call

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present (7:13 PM), Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 3. Closed Session

#### A. Enter into Closed Session

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

#### B. Certification of the Closed Session

Minutes Acceptance: Minutes of Dec 13, 2012 7:00 PM (Minutes Acceptance)



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

**C. Motion to suspend the Town Manager with pay until January 7, 2013, pending a review of his performance**

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

**D. Effective immediately, all invoices received at Town Hall shall be reviewed by staff, the Mayor, and Vice Mayor, until further notice. This does not include utility bills, namely, water, sewer, electric, gas, telephone, cable, etc.**

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

**4. Motion to Adjourn**

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Dec 13, 2012 7:00 PM (Minutes Acceptance)



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TO: Town of Haymarket Town Council

SUBJECT: Laurie Frasz

DATE: 01/07/13

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Ms. Frasz has sent correspondence to the Town. She would like the attached letter read aloud during citizen's time.

**ATTACHMENTS:**

- Laurie Frasz Letter for Citizen's Time (PDF)

RECEIVED

DEC - 7 2012

November 28, 2012

TOWN OF HAYMARKET



**HAYMARKET  
BAPTIST CHURCH**

Preschool & Kindergarten

14800 Washington St.  
Haymarket, VA 20169  
703.753.9561

haymarketbcpreschool@hbcpk.com  
www.hbcpk.com

*Helping children  
discover the  
joy of learning  
and the love of God.*



To the Haymarket Town Council,

I wish this letter to be read out loud during Citizen Time at the next town meeting on December 3, 2012.

I am writing this letter to express concern over a council member or several who seemed to be upset about our mayor, his employer and our preschool's efforts to assist a veteran's home/soup kitchen in New York City on November 3, 2012 after Hurricane Sandy, claiming a lack of communication and the council's lack of involvement in the effort.

I have known David Leake and his family for many years and his wife has worked for me as a teacher for seven years. As the mayor explained to me around noontime on Nov 3, (while our staff was at the preschool for some annual training) he was heading up to NYC that evening with a generator from his work/employer for a soup kitchen in Queens. As he happened to be passing by the school, seeing all the cars, a thought struck him..."I wonder if the preschool wants to send some food up. I could take it on the truck with me!" So he came in to speak to me about it, and I wholeheartedly agreed. But I did caution him that our preschool families were generous, so anticipate a large donation. He said, "Well, you've only got 8 hours until I leave." Thanks to social media, word spread beyond our preschool families (our demographics include 6 different towns) to folks from Manassas, South Riding, Warrenton, Bristow, Gainesville, and yes, even Haymarket. I myself stayed at the school accepting bags of can goods, used coats



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BAPTIST CHURCH**  
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and water. It is my understanding that during that time, Mr. Leake secured a truck, the generator, and some drivers. When he saw the outpouring in just 4 hours, he knew he needed a trailer- he contacted a friend, who provided. Mrs. Leake, several parents and I loaded up the trailer, and off it went.

It was a quick effort that was spontaneous and without a single bit of malice, failed communication, or deceit. Just a man with a heart who works for a great company that wanted to provide for those in need. Knowing that David Leake is a Christian man, this was more about serving others in need than any recognition it might garner. It was never communicated as a 'Haymarket' event, but how fortunate that Haymarket is indeed getting the credit as a community for this effort, not as individuals. Our preschool continues to be a mission-oriented school that will look for ways to help those less fortunate in our world, as we are teaching by doing- by serving, with or without credit. What a shame to have a shadow of misplaced controversy on this noble effort!

Many thanks to Mayor David Leake for taking on this mission, on a Saturday afternoon, going 24 hrs without sleep, and bringing light, heat, food and love to a little shelter in Queens, New York. May God continue to bless him wherever he serves.

Laurie Frasz

Director Haymarket Baptist Preschool & Kindergarten



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TO: Town of Haymarket Town Council

SUBJECT: Uncollectible Monies

DATE: 01/07/13

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In the process of integrating the entire accounting system to Asyst, there are close to 10 years of money/credits sitting in QuickBooks in Accounts Receivable that will most likely never be paid. There are many factors as to why these are still on the books. Underpayments, invoices entered in the wrong place, invoices under \$5.00 that are not collectable, user error, or simply they were just never paid.

These items will need to be "written off" in the new accounting system. The total of these uncollectable monies is \$3,869.46. We have spoken to both our Auditors regarding this, and the CPA that's been helping the Town integrate to the new system, Mary Earhart. And both agree, we can take the lump sum, enter it into the new accounting system, and at the end of our FY 2013, write them off. This way we can start "clean" in FY 2014. This action requires a motion by Council.

**ATTACHMENTS:**

- AR Under Review to wipe off books 1-7-2013 (PDF)

Accrual Basis	Date	Name	Memo	Amount
<b>ACCOUNTS RECEIVABLE - UNCOLLECTABLE/SITTING CREDITS</b>				
Invoice	03/01/2004	Businesses:Haymarket Motors	Tangible Personal Property Tax/5% Penalty Late Payment Penalty	7.56
Invoice	02/03/2005	Businesses:Adrienne Crafton-Masterson Real Estate Br	2005 Tangible Personal Property Tax	72.42
Invoice	02/03/2005	Undeliverable:Elite Motors, Inc.		20.85
Invoice	02/03/2005	Undeliverable:Lopez, Hector S.		5.72
Invoice	02/03/2005	Businesses:Haymarket Motors	Tangible Personal Property Tax	6.60
Invoice	04/01/2005	Contractors:Potomac Sprinkler	2004 Gross Receipts	42.31
Invoice	04/11/2005	Contractors:Moore & Foley, Inc.	Business License Application/Renewal	30.00
Payment	04/21/2005	Contractors:Potomac Sprinkler	Business License Application/Renewal - UNDERPAID BY \$12.31	-30.00
Invoice	04/28/2005	TENANTS:Lovelace & Colville, PC (T)	2004 Business Gross Receipts Tax/2004 Business Gross Receipts Tax	428.00
Payment	05/11/2005	TENANTS:Lovelace & Colville, PC (T)	2004 Business Gross Receipts Tax - UNDERPAID BY \$30	-398.00
Invoice	05/12/2005	xxxMiscellaneous:Curtin, Dotty	"A Town in Transition" Book By Sarah Turner	18.00
Invoice	06/30/2005	Businesses:Adrienne Crafton-Masterson Real Estate Br	5% Penalty Late Payment Penalty	8.43
Invoice	08/25/2005	Businesses:Utilities: Dominion VA Power	Construction Permit Application for Permit Fee	30.00
Invoice	08/26/2005	Contractors:Glock Smidt Engineering	Plan Review	183.15
Invoice	10/01/2005	TENANTS:Lovelace & Colville, PC (T)	15018 Washington Street, #5	500.00
Payment	10/06/2005	TENANTS:Lovelace & Colville, PC (T)	October 2005 Rent - OVERPAID BY \$8.75	-508.75
Invoice	01/01/2006	Non-Residents:Charlie & Hope Proffitt	Dec 2005 Medical Premium reimbursement to the Town of Haymarket	604.28
Invoice	01/31/2006	Undeliverable:Bean, Everett	2005 Tangible Personal Property Tax	12.96
Invoice	01/31/2006	Undeliverable:Burton, Bryne	2005 Tangible Personal Property Tax	6.10
Invoice	01/31/2006	Businesses:Capital Mobile Lube	2005 Tangible Personal Property Tax	74.66
Invoice	01/31/2006	Undeliverable:Elite Motors, Inc.	2005 Tangible Personal Property Tax	18.43
Invoice	01/31/2006	Businesses:E L Auto Sales Inc.	2005 Tangible Personal Property Tax	7.25
Invoice	01/31/2006	Undeliverable:Lopez, Hector S.	2005 Tangible Personal Property Tax	4.77
Invoice	06/16/2006	Businesses:David C. Jones, Jr., PC (B) (Left Town)	2006 Business Tangible Personal Property	5.87
Invoice	11/02/2006	Parcels:Washington Street:14950	Building Permit # 07B023	50.54
Invoice	12/07/2006	Solutions Title of America Corporation	NSF Chk # 05001521 Dtd 11/30/2006	956.27
Payment	12/13/2006	Parcels:Washington Street:14950	Building Permit # 07B023 - UNDERPAID BY 54 CENTS	-50.00
Invoice	02/07/2007	Businesses:Advantage Lawn & Landscaping	2006 Business Tangible PP Tax Late Fee	23.96
Payment	02/27/2007	Solutions Title of America Corporation	C&R "Refer/Maker" - UNDERPAID BY \$14	-931.27
Invoice	05/29/2007	Crafters/Vendors:Colonial Kettle Corn	2007 Haymarket Day Booth	50.00
Payment	05/29/2007	Crafters/Vendors:Colonial Kettle Corn	2007 Haymarket Day Booth - OVERPAID - REFUNDED MONEY	-150.00
Invoice	06/13/2007	Contractors:Hall Mechanical & Associates, Inc.	Mechanical Permit # 07M028	233.24
Invoice	07/11/2007	Businesses:Select Auto	2005 Business Gross Receipts Tax Declaration	211.20
Invoice	07/11/2007	Businesses:Select Auto	2006 Business Gross Receipts Tax Declaration	193.60

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12/13/12

Account Basis	Pay Basis	Description	Amount
	07/11/2007	Businesses:Select Auto	2005 Gross Receipts Tax Declaration - PARTIAL PAYMENT -174.80
Invoice	07/25/2007	Businesses:ASD E&C, Inc. (Corporation)	2007 Estimated Business Gross Receipts Tax Declaration 10.00
Invoice	08/27/2007	Businesses:Austintonian, Inc. (Curves) (Left Town)	2007 Business Tangible Personal Property 121.55
Invoice	09/21/2007	Businesses:The Palate' Restaurant, Inc. (Left Town)	August 2007 Meals Tax 710.57
Payment	09/21/2007	Businesses:The Palate' Restaurant, Inc. (Left Town)	August 2007 Meals Tax - UNDERPAID BY \$59.14 -651.43
Invoice	01/22/2008	Parcels:Washington Street:15250	Building Permit # 08B022 71.23
Payment	02/15/2008	Parcels:Washington Street:15250	Building Permit # 08B022 pd by LF Jennings - OVERPAID BY 3 CENTS -71.26
Invoice	02/08/2008	xxxMiscellaneous:GHYFL	Rental of Town Hall and Facilities 30.00
Invoice	03/04/2008	Contractors:Prince William Home Improvements	2007 Business Gross Receipts Tax Declaration 41.58
Payment	03/04/2008	Contractors:Prince William Home Improvements	2007 Business Gross Receipts Tax Declaration - UNDERPAID BY 30 CENTS -41.28
Invoice	03/13/2008	Non-Residents:Ross, France & Ratliff, Ltd.	Reimburseable Fees - B&N 141.00
Invoice	04/02/2008	Businesses:Rose Roofing Company	2008 Business Tangible Personal Property Tax 178.49
Payment	04/09/2008	Businesses:Rose Roofing Company	2008 Business Tangible PP Tax - UNDERPAID BY 49 CENTS -178.00
Invoice	05/05/2008	Businesses:Austintonian, Inc. (Curves) (Left Town)	2008 Business Tangible Personal Property 89.90
Invoice	05/14/2008	Parcels:Washington Street:15111	Mechanical Permit # 08M018 71.23
Invoice	07/01/2008	Businesses:Austintonian, Inc. (Curves) (Left Town)	10% Late Payment Penalty - on 2007 Business Tangible Personal Property Tax 12.16
Invoice	07/23/2008	Businesses:Austintonian, Inc. (Curves) (Left Town)	10% Late Payment Penalty - 2008 Business Tangible Personal Property Tax 8.99
Invoice	08/28/2008	Crafters/Vendors:American Legion Post 1799	NSF Chk # 1419 Dasu Enterprises LLC 85.00
Invoice	09/02/2008	Residents:Quintanilla, Kathleen C.	NSF Chk # 1149 Parking Citation/Town Decal 85.00
Credit Memo	09/30/2008	Crafters/Vendors:American Legion Post 1799	Rental of Town Hall and Facilities - Credit for Oct/November 2008 Town Hall -60.00
Invoice	12/01/2008	Businesses:All About Wraps (Left Town)	Chk# 10416 09/2008 Meals Tax 540.01
Invoice	02/20/2009	Businesses:David C. Jones, Jr., PC (B) (Left Town)	2008 Business Tangible Personal Property 5.87
Invoice	03/13/2009	Businesses:Young Chow Cafe	2008 Actual Business Gross Receipts Tax Declaration 55.54
Invoice	03/13/2009	Businesses:Young Chow Cafe	2009 Business Tangible Personal Property 25.20
Payment	03/13/2009	Businesses:Young Chow Cafe	2008 Business Gross Receipts & 2009 Tangible PP Tax - UNDERPAID BY \$4.80 -85.54
Invoice	03/25/2009	Businesses:Dominion Construction, Inc. (Left Town)	Rental of Town Hall and Facilities 30.00
Payment	03/27/2009	Businesses:Dominion Construction, Inc. (Left Town)	Rental of Town Hall & Facilities 3/26/2009 - OVERPAID BY \$5.00 -35.00
Invoice	04/28/2009	Businesses:DeRana, Inc.	2009 Business Tangible Personal Property 4.86
Invoice	05/14/2009	Businesses:KB Sewing and Design	2009 Business Tangible Personal Property 8.52
Invoice	05/22/2009	Businesses:The Harvey Insurance Agency, Inc.	2008 Business Gross Receipts Tax Declaration 2,965.60
Credit Memo	05/22/2009	Businesses:Pizzarama Four Inc.	2008 ACTUAL Business Gross Receipts Tax Declaration -284.47
Payment	05/22/2009	Businesses:The Harvey Insurance Agency, Inc.	2008 Business Gross Receipts Tax Declaration - UNDERPAID WIPE OFF LATE FEE -2,696.00
Invoice	07/07/2009	Contractors:Casablanca Electric	2009 Estimated Business Gross Receipts Tax Declaration - UNDER \$5 3.00
Invoice	07/07/2009	Contractors:R. E. Hardy Plumbing & Heating	2009 Estimated Business Gross Receipts Tax Declaration - UNDER \$5 1.50
Invoice	07/15/2009	Non-Residents:Longstreet HOA	Rental of Town Hall and Facilities - wipe off - HOA's do not pay 30.00
Invoice	07/28/2009	Parcels:Washington Street:14740	Building Permit # 09B021 - TOWN BUILDING - SHOULD HAVE BEEN NO FEE 61.20
Payment	08/18/2009	Businesses:KB Sewing and Design	2009 Business Tangible PP Tax - UNDERPAYMENT BY \$1.76 -6.76

10:48 AM

12/13/12

Account	Basis	Description	Amount
09/10/2009	Contractors:K & S Plumbing, LLC	2009 ESTIMATED Business Gross Receipts Tax Declaration	31.50
10/01/2009	Gregg, Tony	Reimbursement for Continuance of Health Insurance - 35% - October 2009	174.00
12/31/2009	Businesses:Utilities:NOVEC	December 2009 Consumption Tax - CREDIT	-3.54
12/31/2009	Businesses:Utilities:NOVEC	December 2009 Consumption Tax - CREDIT	-3.54
05/04/2010	Crafters/Vendors:Salman Home Realty	2009 Gross Receipt/ENTERED IN WRONG PLACE. PAID IN FULL	529.04
05/04/2010	Businesses:PERMAR, LLC	2009 Business Gross Receipts Tax Declaration	141.05
05/04/2010	Businesses:PERMAR, LLC	2009 Business Gross Receipts Tax Declaration - OVERPAYMENT BY 59 CENTS	-141.64
05/25/2010	Residents:Rodas, Firmo A.	Permanent Town Decal	15.00
06/02/2010	Businesses:TreesPlease	2009 Business Gross Receipts Tax Declaration	256.33
06/02/2010	Businesses:TreesPlease	2009 Business Gross Receipts Tax Declaration - OVERPAYMENT BY \$10	-266.33
06/02/2010	Crafters/Vendors:Colonial Kettle Corn	2010 Summer Concert Series Food Vendor - WE REFUNDED TOO MUCH	-150.00
08/13/2010	Parcels:Washington Street:15000	Building Permit # 10B010	492.00
09/01/2010	Crafters/Vendors:Olde Time Lollipops Candy & Fudge Factory	2010 Booth Fee/Haymarket Day - Food Vendor - NEVER PAID	150.00
09/01/2010	Businesses:Pizzarama Four Inc.	2010 Haymarket Day Sponsors - Half Side Booth	600.00
09/13/2010	Parcels:Washington Street:15201	Sign Permit Application Fee	40.00
09/21/2010	Parcels:Washington Street:15000	Building Permit # 10B010 pd by Kennedy - OVERPAYMENT BY \$150.00	-642.00
09/23/2010	Parcels:Washington Street:15151	Building Permit # 10B014 pd by Evans	-142.80
11/19/2010	Businesses:Arthur's Court	Rental of Town Hall and Facilities	-60.00
04/19/2011	Businesses:KB Sewing and Design	2011 Business Tangible Personal Property	5.76
05/23/2011	Businesses:Needles in the Haymarket (PJ's)	2011 Business Tangible Personal Property	13.62
05/23/2011	Businesses:Needles in the Haymarket (PJ's)	2011 Business Tangible PP Tax - UNDERPAID BY \$3.02	-10.60
			<hr/>
			3,869.46






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TO: Town of Haymarket Town Council  
 SUBJECT: Villages of Haymarket Phase II  
 DATE: 01/07/13

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**At its December 2012 meeting, the Planning Commission forwarded the attached application to the Town Council with a recommendation of approval contingent upon language that is to be reviewed by the Town Attorney regarding the evaluation of the Town's lighting standards at the time of occupancy permit for each residential unit. The Commission also agreed that a requirement to install or escrow streetscape improvements along Washington Street would not be necessary as the project is not directly accessed from Washington Street. The Applicant has alternately agreed to extend the sidewalk along Bleight Drive to Washington Street and ramp the curb.**

#### **BACKGROUND**

At its January 2012 Meeting, the Town Council approved a preliminary plat of subdivision / preliminary site plan amendment for Villages of Haymarket Phase II. The final plat of subdivision / final site plan amendment has been reviewed by Town Staff. The Town Engineer identified two outstanding issues regarding the application that the Applicant has requested to address directly with the Planning Commission and Town Council. As noted above, the Commission has provided recommended action on the two items.

The Applicant proposes five (5) single-family detached lots along frontage to Bleight Drive and adjacent to the western boundary of the Harrover properties. Frontage improvements to Bleight Drive and enhanced landscaping along the eastern and northern boundaries of the Harrover properties are also proposed. The property is zoned R-2 and planned as moderate-density residential use. The 0.7 acre subject parcel was identified as a "residue parcel" on the approved final site plan for the Villages of Haymarket. Approved in 2001, Villages of Haymarket created 48 single family detached lots and five open space parcels.

It is noted that the preliminary plat / preliminary site plan amendment was conditioned upon the following to which the applicant has complied and the Town Attorney has reviewed:

- a. At the time of the submission of the Villages of Haymarket - Phase II, Final Plat of Subdivision / Site Plan Amendment, and as an express pre-condition of approval of the final plat, the Applicant shall provide a maintenance agreement providing for maintenance of all such facilities in a manner acceptable to the Town and without cost to the Town for all on-site (and off-site, if applicable) stormwater facilities to be installed in conjunction with the development of the subject property, in a form and in substance acceptable to the Town Council and the Town Attorney; and
- b. And further, at the time of the submission of Villages of Haymarket - Phase II, Final Plat of Subdivision / Site Plan Amendment, and as an express pre-condition of approval on the final plat, the applicant shall provide an Agreement in favor of the Town regarding the materials, installation methods, and bond amount for the off-site landscape improvements identified on Sheet 5 of the Plat, in a form and in substance acceptable to the Town Council and the Town Attorney.

#### **OUTSTANDING ISSUES**

The Town Staff continues to work on draft language addressing the lighting standard at the time of

occupancy permit.

**DRAFT MOTION(S)**

1. I move that the Town Council forward the application to a future meeting for further consideration.

Or,

2. I move that the Town Council forward the application with a recommendation of [approval] [denial] based on the following findings: \_\_\_\_\_.

Or,

3. I move an alternate motion

**ATTACHMENTS:**

- 11-30-12 Town Engineer Final Comments Villages of Haymarket Phase II (PDF)
- PWCSA APPROVAL 08-30-12 (PDF)
- VDOT Approval 11-27-2012 (PDF)




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**INTEROFFICE MEMORANDUM**

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**TO:** MARCHANT SCHNEIDER

**FROM:** HOLLY MONTAGUE, PE

**SUBJECT:** VILLAGES OF HAYMARKET PHASE II FINAL SITE PLAN

**DATE:** 11/30/2012

**CC:** STAFF

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Per your request, I have reviewed the 3rd submission for the Villages of Haymarket Phase II Final Site Plan. I used the Haymarket Ordinances, Final Site Plan Requirements, Haymarket Code Section 58-506(3), Prince William County Standards and VDOT Standards in order to review this revision to the final site plan.

There are two outstanding comments noted below that the applicant wants to address directly with Planning Commission and Town Council:

1. A lighting plan needs to be provided to demonstrate that the yard lights will provide the required illumination levels per Haymarket Ordinance 58-718. If they do not, additional street lights in accordance with Haymarket Ordinance 58-717 will need to be provided.
2. Our Ordinances require property owners developing their property with Washington Street frontage to develop Washington Street with the ultimate pavement width, curb, brick sidewalk, landscaping and decorative street lighting (for example, see the development at the west end of Washington Street). It makes no sense to construct this small portion of Washington Street frontage. However, so that the intent of the Ordinances can be met, escrow for the Town the costs of these frontage improvements that would otherwise be normally required. State this escrow amount on the cover sheet as well. Note that this solution will need to be cleared through the Town Council.

There are no final construction plans along this portion of Washington Street, but the Washington Street frontage will be in accordance with the typical section included on the plans on Sheet 3. Developers that have constructed the Washington Street frontage where no final construction plans exist have been required to also provide the final construction plans for their portion of the frontage.

For the purposes of the escrow, 53 linear feet of frontage would require improvements – pavement widening so that the total width of pavement is 58', curb and 5' brick sidewalk. In addition, the escrow should include a minimum of 2 streetlights as described in Haymarket Ordinance 58-717 and 2 street trees per Haymarket Ordinance 58-723(b).

Pending decisions by Planning Commission and Town Council on the above outstanding comments, I have no additional comments and recommend approval of this Final Site Plan.

Please let me know if you have any questions regarding these comments. I can be reached at 703-968-6792.



## Service Authority

### Division of Engineering & Water Reclamation

Charles R. Weber, P.E., BCEE, *Director*

Stephen M. Bennett, *Deputy Director, Water Reclamation*

**August 30, 2012**

### **MEMORANDUM**

**TO:** John H. Davis  
KDL Group

**FROM:** John Rich  
PWCSA

**RE:** **VILLAGES of HAYMARKET – PHASE II**  
**PWCSA # 12HAY-01**

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All comments have been satisfactorily addressed. The Service Authority has no objection to the approval of this plan.

Attachment: PWCSA APPROVAL 08-30-12 (1251 : Villages of Haymarket Phase II)

**From:** [John Davis](#)  
**To:** [Jennifer Preli](#)  
**Cc:** [mschneider](#); [hmontague](#); "Mike Gorman"; "McBride, John"  
**Subject:** FW: Villages of Haymarket-Ph II Site Plan  
**Date:** Tuesday, November 27, 2012 11:22:48 AM

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Jennifer,

Please see the below VDOT approval for the Villages of Haymarket – Phase II Final Site Plan. I will forward a hard copy of the VDOT approval letter upon receipt.

Please confirm that this application has been placed on the December 2012 Planning Commission meeting agenda?

Thanks.

John

John H. Davis  
 Managing Member  
**The KDL Group, LLC**  
 P.O. Box 609  
 Haymarket, Virginia 20168  
 (703) 753-7592 (Office)  
 (703) 753-7593 (Fax)  
 (703) 431-6908 (Cell)  
[jdavis@kdlgroup.com](mailto:jdavis@kdlgroup.com)

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**From:** Joshi, Hiren C., P.E. (VDOT) [<mailto:Hiren.Joshi@VDOT.Virginia.gov>]  
**Sent:** Tuesday, November 27, 2012 9:17 AM  
**To:** John Davis  
**Cc:** Tulaszka, Aleksandra M., P.E. (VDOT)  
**Subject:** Villages of Haymarket-Ph II Site Plan

Good Morning Mr. Davis,

We have reviewed your response and we are in agreement with the revisions. Please forward us a copy of final site plan for records/process. Thanks,

Hiren Joshi

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**From:** John Davis [<mailto:jdavis@kdlgroup.com>]  
**Sent:** Monday, November 19, 2012 10:24 PM  
**To:** Joshi, Hiren C., P.E. (VDOT)  
**Cc:** Tulaszka, Aleksandra M., P.E. (VDOT)  
**Subject:** RE: Villages of Haymarket-Ph II Site Plan

Aleksandra,

As discussed, please find the attached revisions to the handicap ramp location shown on the Villages of Haymarket – Phase II Final Site Plan. I have attached the draft comment response letter along with the original August 30, 2012 comments from Hiren Joshi.

In order to make the December 2012 deadline for consideration by the Town Planning Commission, I must receive VDOT approval prior to November 30, 2012. Please confirm that you are in agreement with the attached revisions and I will forward a hard copy of the final site plan to Hiren for your records.

Call if you have questions. Thanks.

John

John H. Davis  
 Managing Member  
**The KDL Group, LLC**  
 P.O. Box 609  
 Haymarket, Virginia 20168  
 (703) 753-7592 (Office)  
 (703) 753-7593 (Fax)  
 (703) 431-6908 (Cell)  
[jdavis@kdlgroup.com](mailto:jdavis@kdlgroup.com)

---

**From:** Joshi, Hiren C., P.E. (VDOT) [mailto:Hiren.Joshi@VDOT.Virginia.gov]  
**Sent:** Thursday, September 20, 2012 2:01 PM  
**To:** jdavis@kdlgroup.com  
**Cc:** Tuliszka, Aleksandra M., P.E. (VDOT)  
**Subject:** Villages of Haymarket-Ph II Site Plan

Hello Mr. Davis,

Following comments were sent to the Town Engineer with a hard copy of the comment letter mailed to the Town Mayor's office. As the hard letter came back to VDOT undelivered your company did not receive the comments. Please let me know if you have any question or concern. Thanks,

Hiren Joshi  
 NOVA-LDS

---

**From:** Joshi, Hiren C., P.E. (VDOT)  
**Sent:** Friday, August 31, 2012 10:36 AM  
**To:** 'hmontague'  
**Cc:** Tuliszka, Aleksandra M., P.E. (VDOT); Klos, Art G. (VDOT); Sinner, Maria J., P.E. (VDOT); Gerner, Peter K., P.E. (VDOT)  
**Subject:** Villages of Haymarket-Ph II Site Plan

Attached please find our review on the above referenced plan. Let me know if you want to discuss the review. Thanks,

*Hiren C. Joshi*, P.E.  
 Transportation Engineer  
 NOVA Land Development

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2221 / Virus Database: 2441/5281 - Release Date: 09/20/12

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No virus found in this message.

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Version: 2012.0.2221 / Virus Database: 2629/5405 - Release Date: 11/19/12

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No virus found in this message.

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Version: 2012.0.2221 / Virus Database: 2629/5420 - Release Date: 11/26/12

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2221 / Virus Database: 2629/5422 - Release Date: 11/27/12



---

TO: Town of Haymarket Town Council

SUBJECT: Historic District

DATE: 01/07/13

---

Bob Weir, Chair - Planning Commission, will provide the Council a presentation with regard to the Town's historic district boundaries in relation to becoming a Certified Local Government.

**ATTACHMENTS:**

- Historic District Presentation from PC (PDF)



## THE CERTIFIED LOCAL GOVERNMENT PROGRAM

Created by the National Historic Preservation Amendments Act of 1980, the Certified Local Government (CLG) program allows the State Historic Preservation Officer - in Virginia, the Director of the Department of Historic Resources - and the Secretary of the Interior to certify for formal participation in the national historic preservation program local governments that have certain elements of a preservation program in place. General requirements for certification are identified by federal law; specific requirements for the Virginia program have been established by the Department of Historic Resources.

### PROGRAM REQUIREMENTS

Some of the general and several of the specific elements which a local government in Virginia must have in place to be certified are:

1. A local historic preservation ordinance for the designation and protection of historic properties, containing, among others, provisions for:

a statement of purpose;

criteria and procedures for identifying and establishing historic districts;

clearly delineated boundaries for districts; and

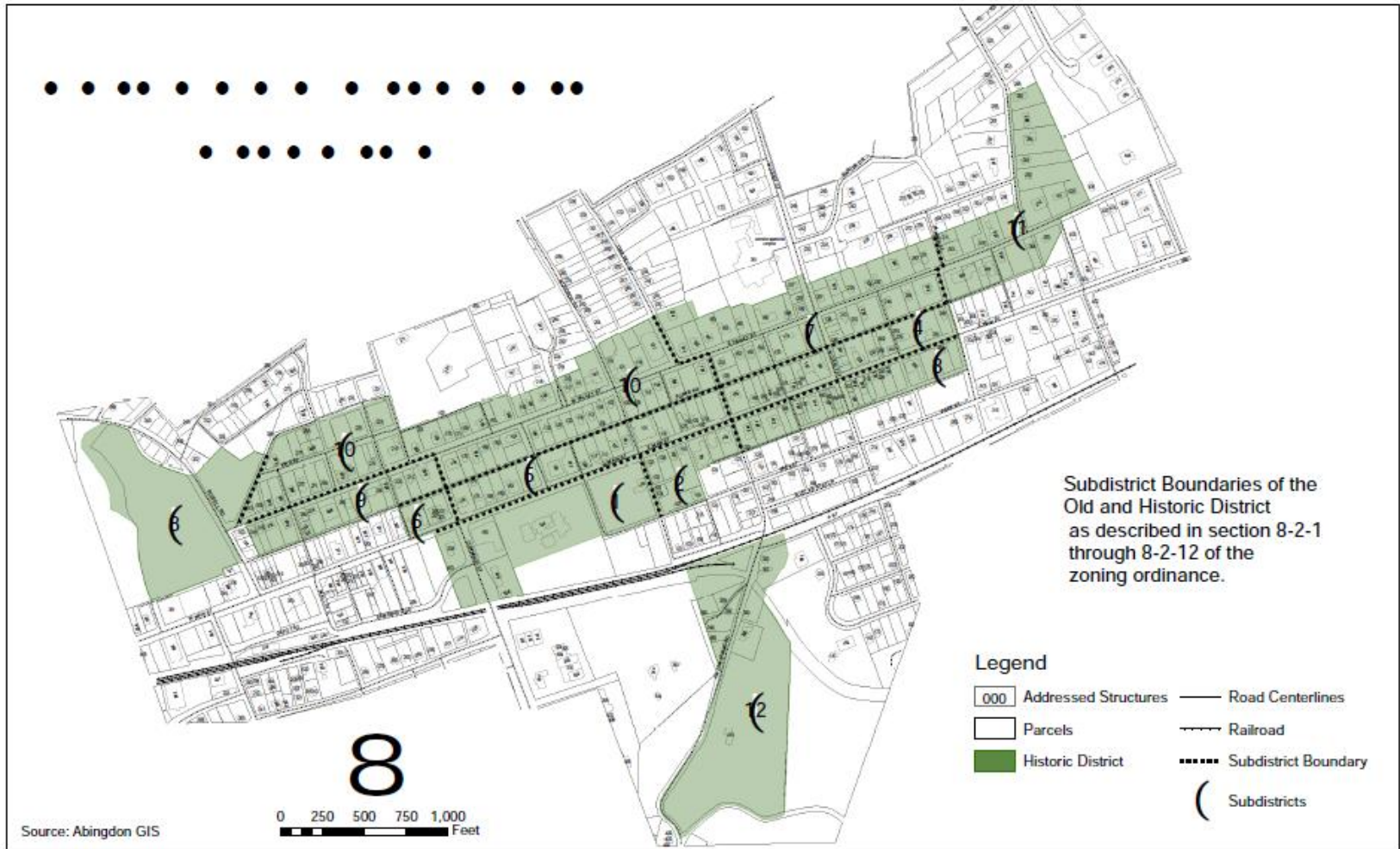
review by a review board of all exterior alterations, relocations, or new construction visible from a public right-of-way and any proposed demolition within the district boundaries.

## Certified Local Governments in Virginia

- **Abingdon (Town)**  
**Cape Charles (Town)**  
**Herndon (Town)**  
**Middleburg (Town)**  
**Smithfield (Town)**  
  
**Alexandria (City)**  
**Fairfax (City)**  
**Lynchburg (City)**  
**Petersburg (City)**  
**Roanoke (City)**  
**Suffolk (City)**  
**Winchester (City)**  
  
**Arlington County**  
**Fairfax County**  
**Loudoun County**  
**Spotsylvania County**  
  
**Blacksburg (Town)**  
**Culpeper (Town)**  
**Leesburg (Town)**  
**Pulaski (Town)**  
**Warrenton (Town)**  
  
**Charlottesville (City)**  
**Fredericksburg (City)**  
**Manassas (City)**  
**Richmond (City)**  
**Staunton (City)**  
**Williamsburg (City)**  
  
**Clarke County**  
**Hanover County**  
**Prince William County**  
**Stafford County**

Attachment: Historic District Presentation from PC (1260 : Historic District)

# Abingdon Historic District



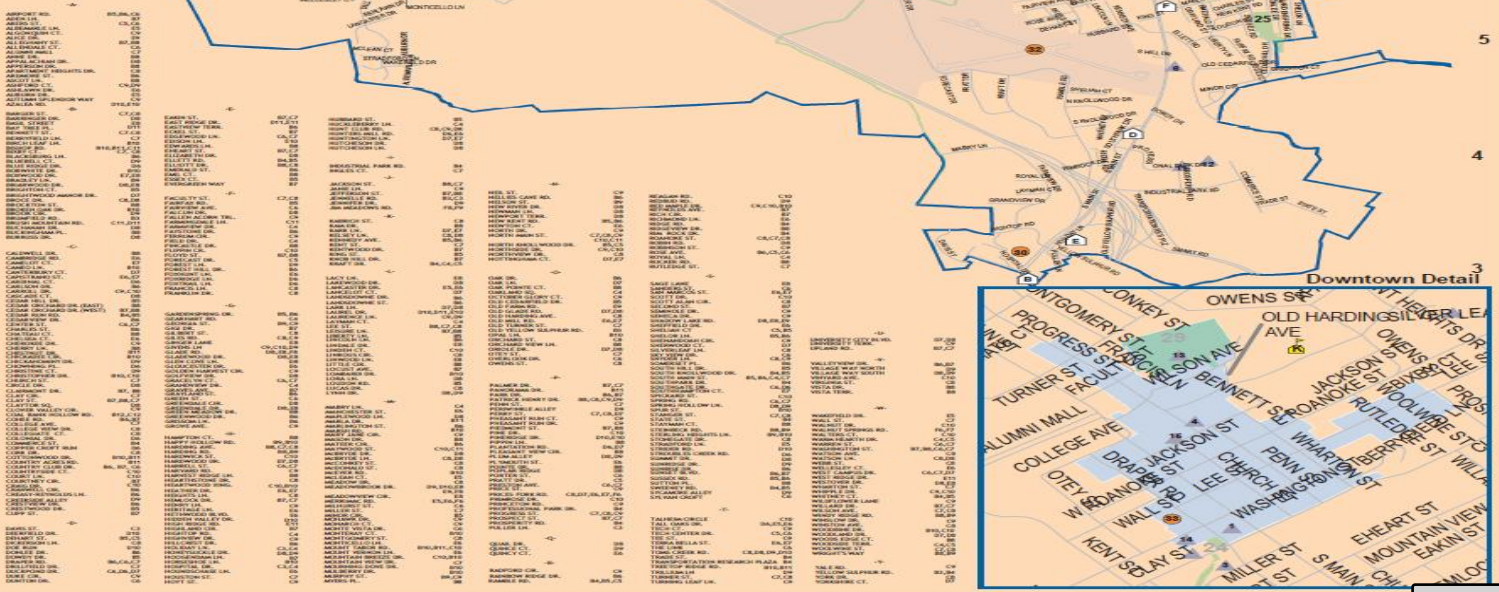
Attachment: Historic District Presentation from PC (1260 : Historic District)



# Town of Blacksburg, Virginia



- Legend:**
- Blacksburg Parks
  - Blacksburg Historic District
  - Virginia Tech Campus
  - Streets
- 11**
- 10**
- 9**
- 8**
- 7**
- 6**
- 5**
- 4**
- 3**
- 2**
- 1**
- 0**
- Other Facilities**
- 1. A. Apartments (C-7)
  - 2. B. Condominium (C-7)
  - 3. C. Office (C-7)
  - 4. D. Warehouse (C-7)
  - 5. E. Warehouse (C-7)
  - 6. F. Warehouse (C-7)
  - 7. G. Warehouse (C-7)
  - 8. H. Warehouse (C-7)
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  - 24. X. Warehouse (C-7)
  - 25. Y. Warehouse (C-7)
  - 26. Z. Warehouse (C-7)
- SCHOOLS**
- 1. Blacksburg High School (C-6)
  - 2. Blacksburg Middle School (C-6)
  - 3. Blacksburg Elementary (C-6)
  - 4. Blacksburg Elementary (C-6)
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- TOWN FACILITIES**
- 1. Municipal Building (C-7)
  - 2. Public Library (C-7)
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- TOWN PARKS**
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Attachment: Historic District Presentation from PC (1260 : Historic District)







**HISTORIC DISTRICT  
DOWNTOWN CULPEPER**

**Legend**

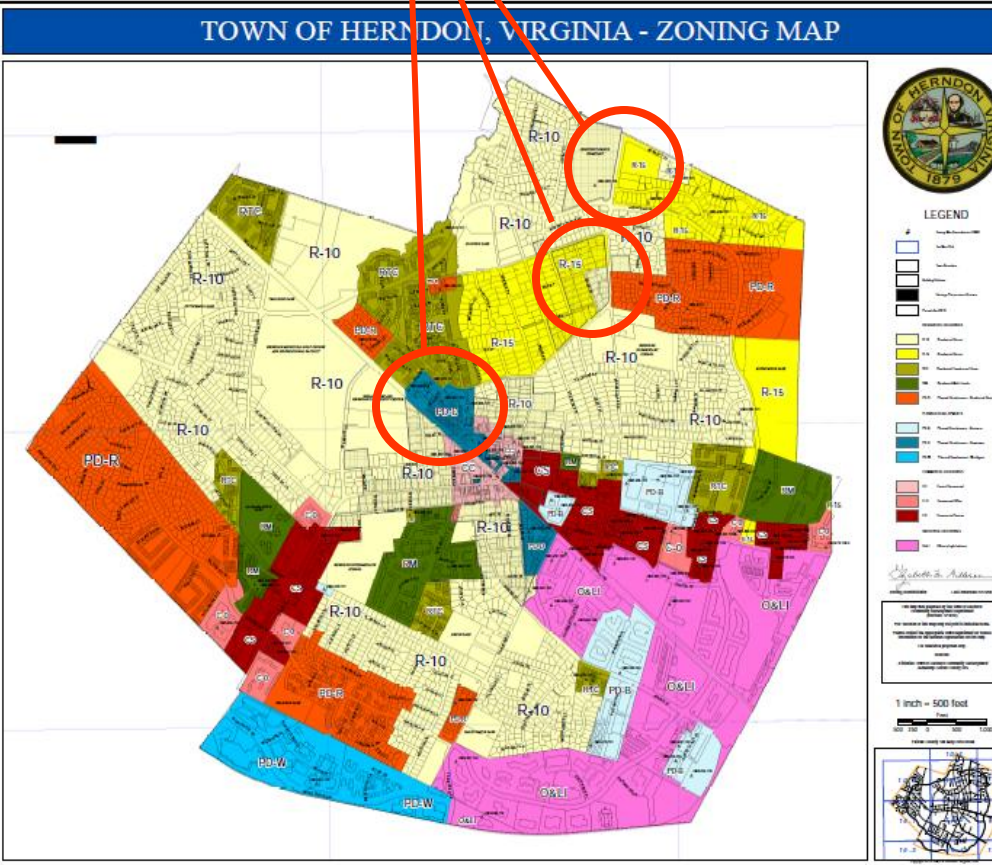
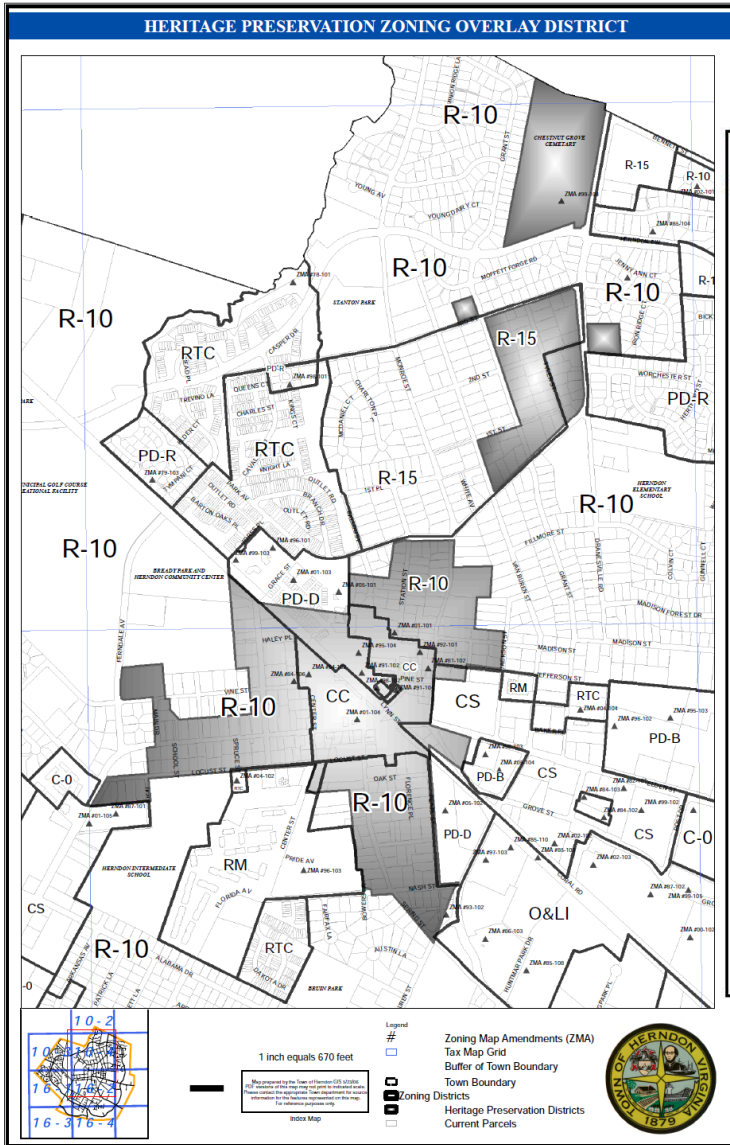
- Town\_Boundary
- Historic\_District\_South
- Historic\_District\_North

0 750 1,500 3,000 4,500 Feet

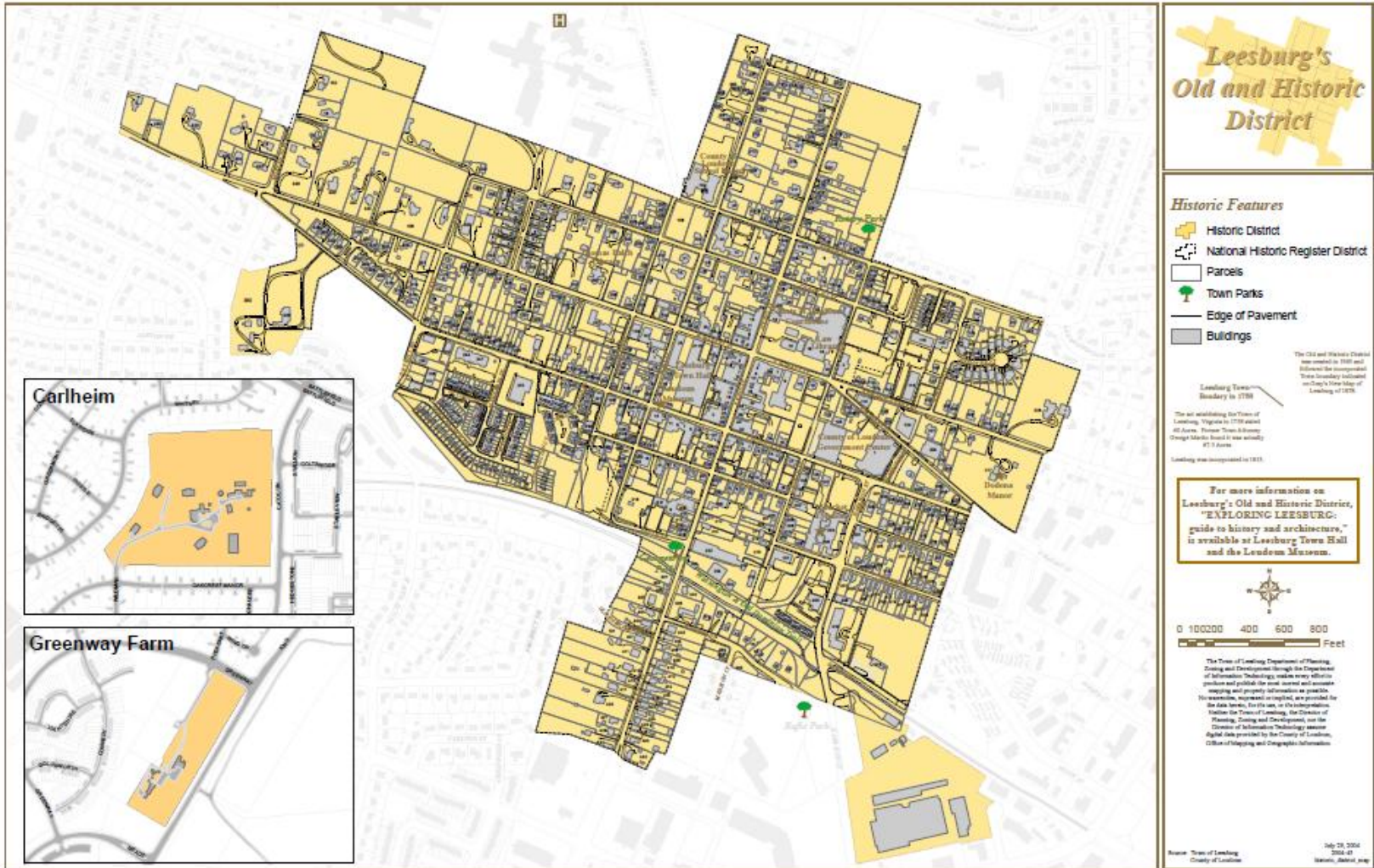
Map Created on September 12, 2012  
by the Town of Culpeper GIS Department

Attachment: Historic District Presentation from PC (1260 : Historic District)



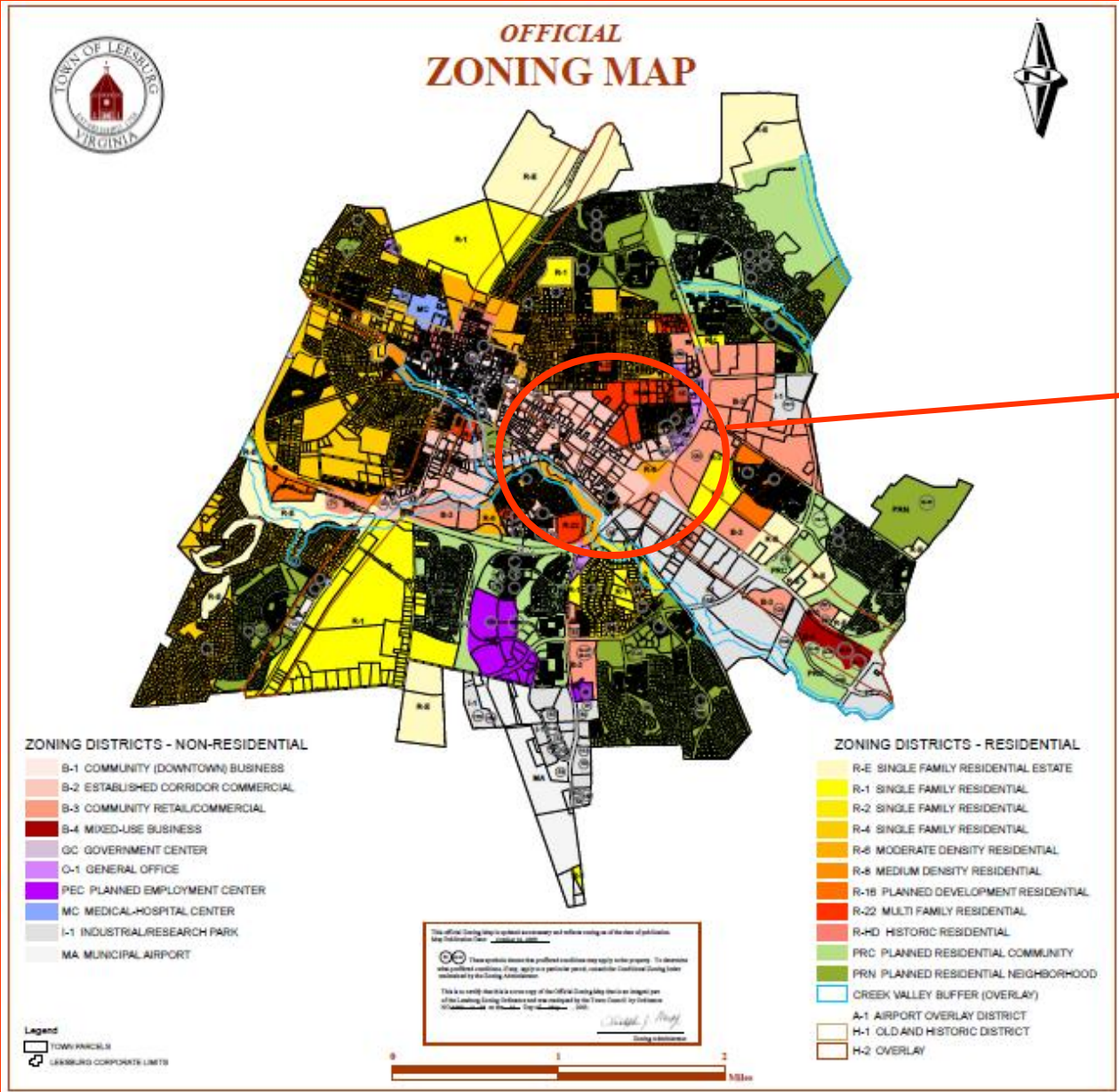


Attachment: Historic District Presentation from PC (1260 : Historic District)



Attachment: Historic District Presentation from PC (1260 : Historic District)



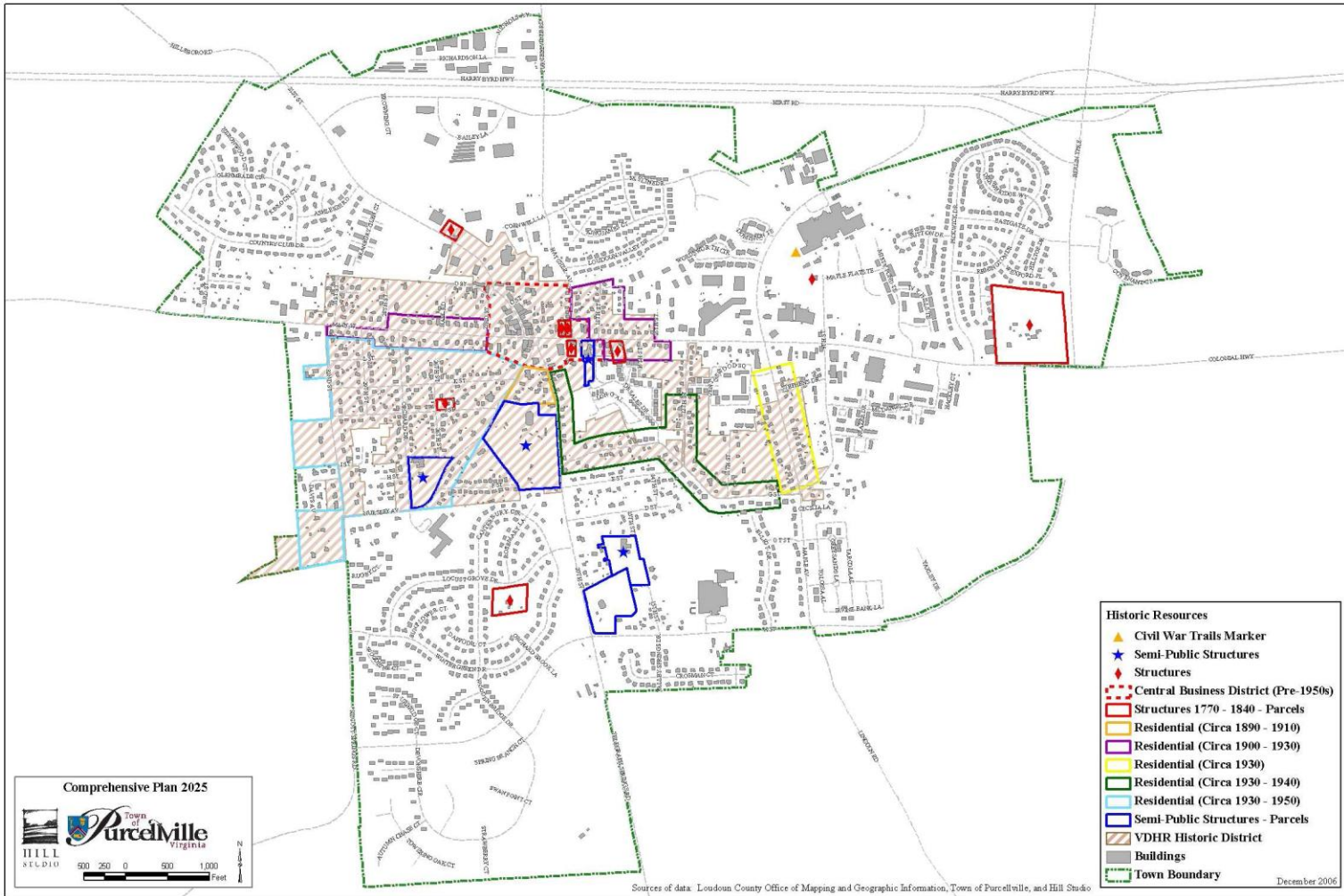


Attachment: Historic District Presentation from PC (1260 : Historic District)



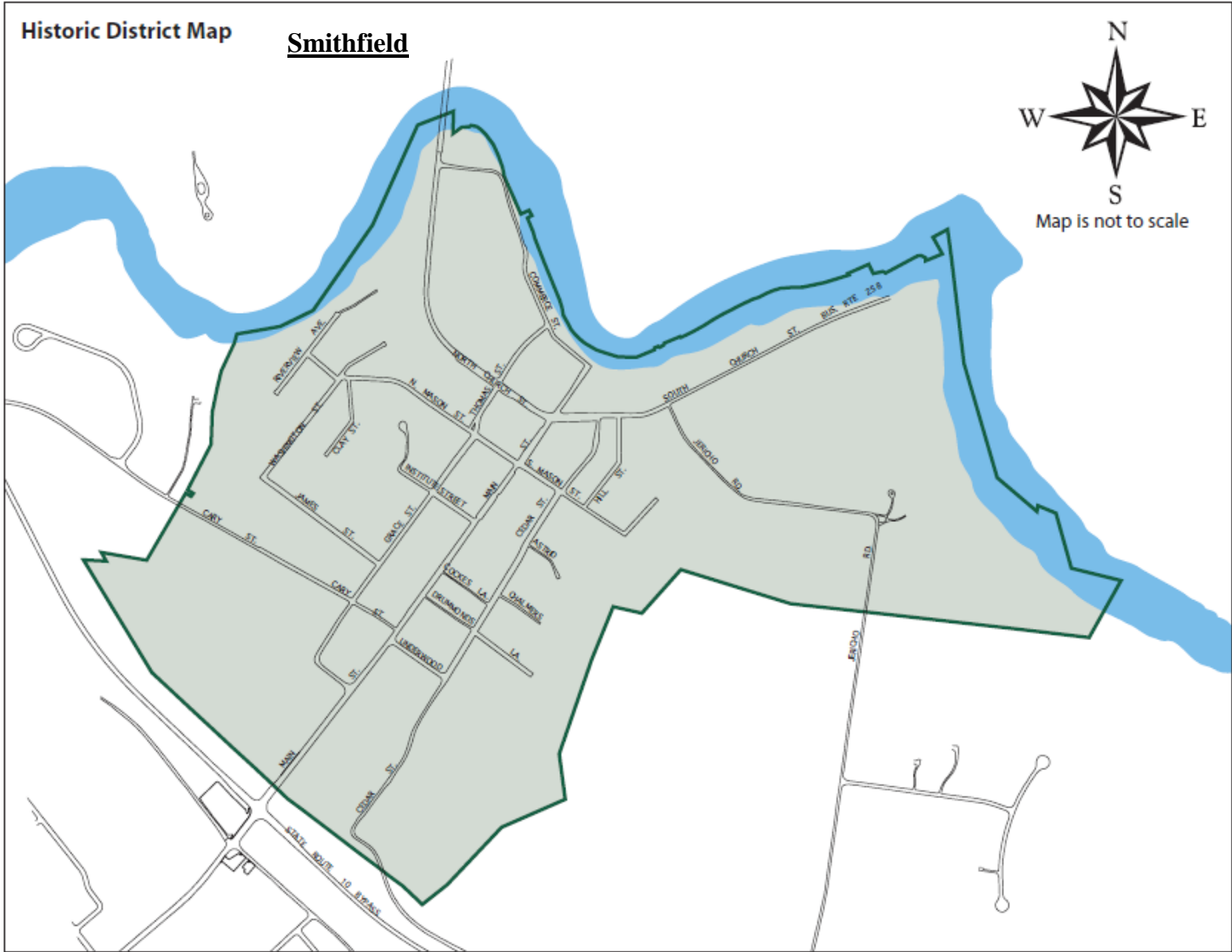
Map II-1  
Historic Middleburg District

Attachment: Historic District Presentation from PC (1260 : Historic District)



Attachment: Historic District Presentation from PC (1260 : Historic District)

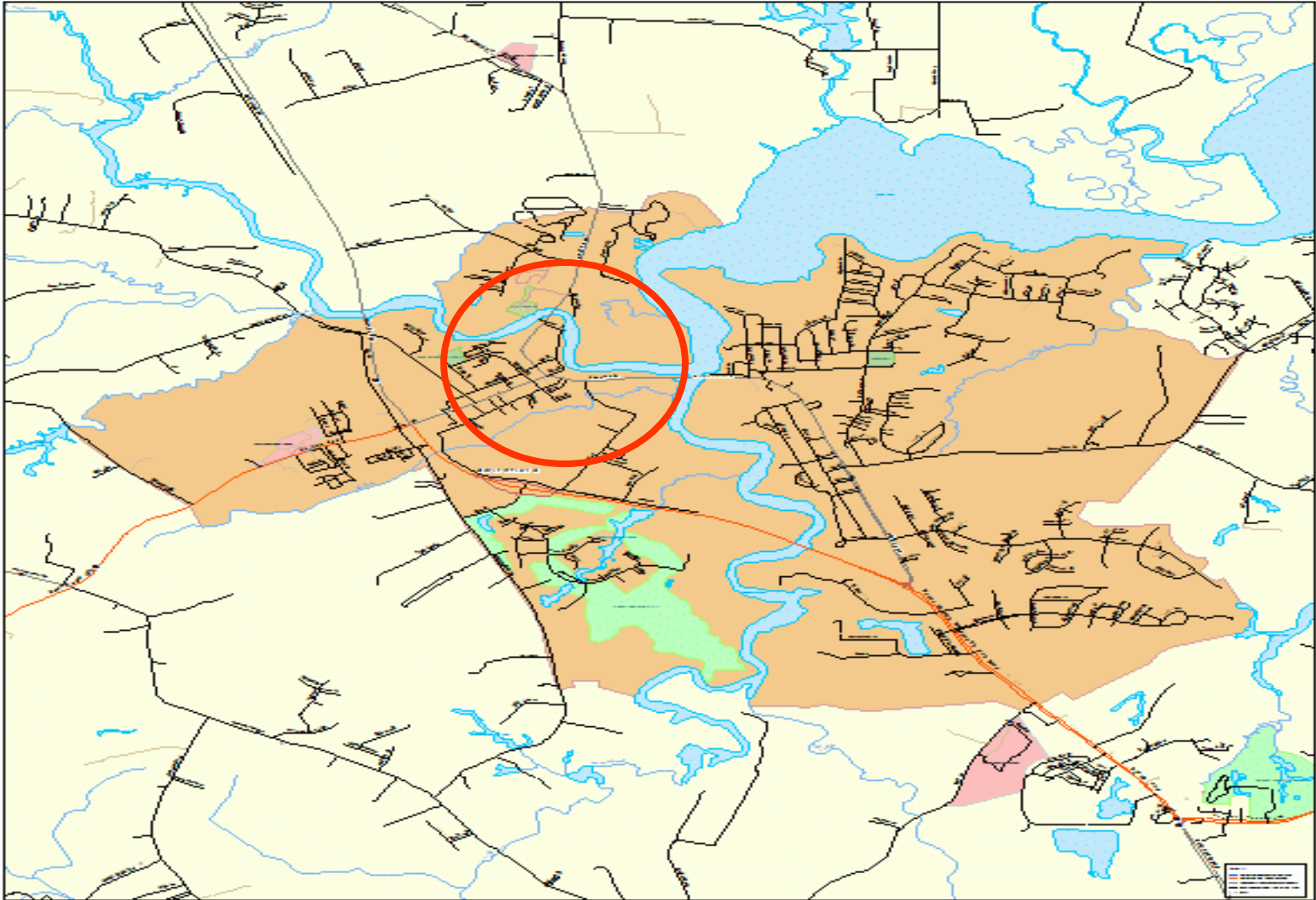




This map shows the boundaries of the Smithfield Historic District

Attachment: Historic District Presentation from PC (1260 : Historic District)

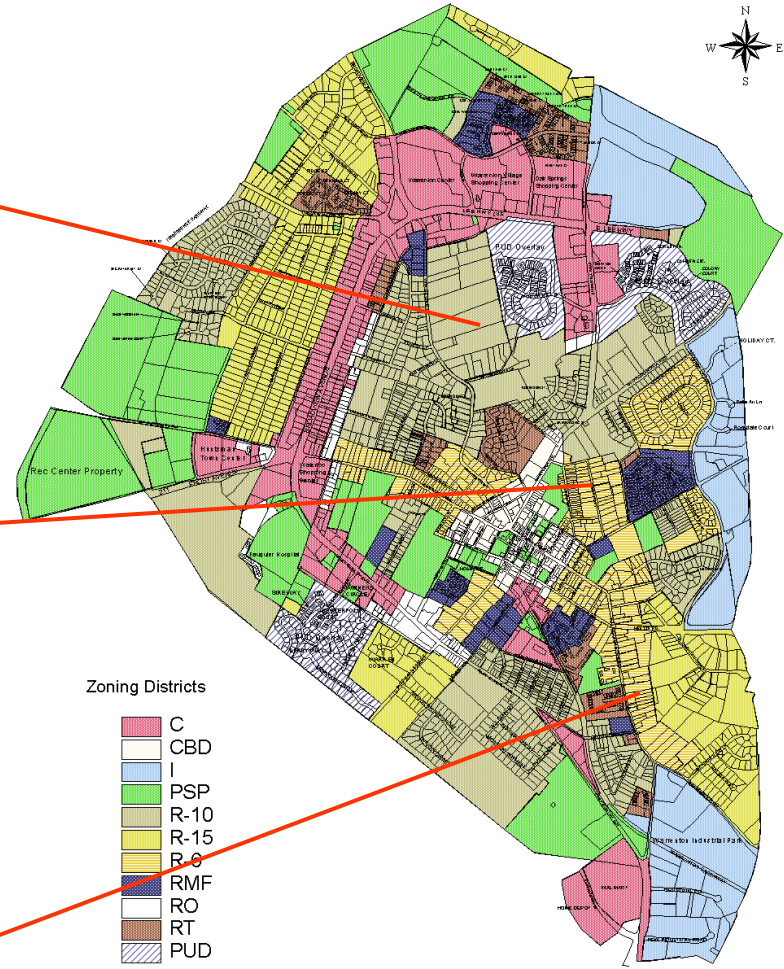
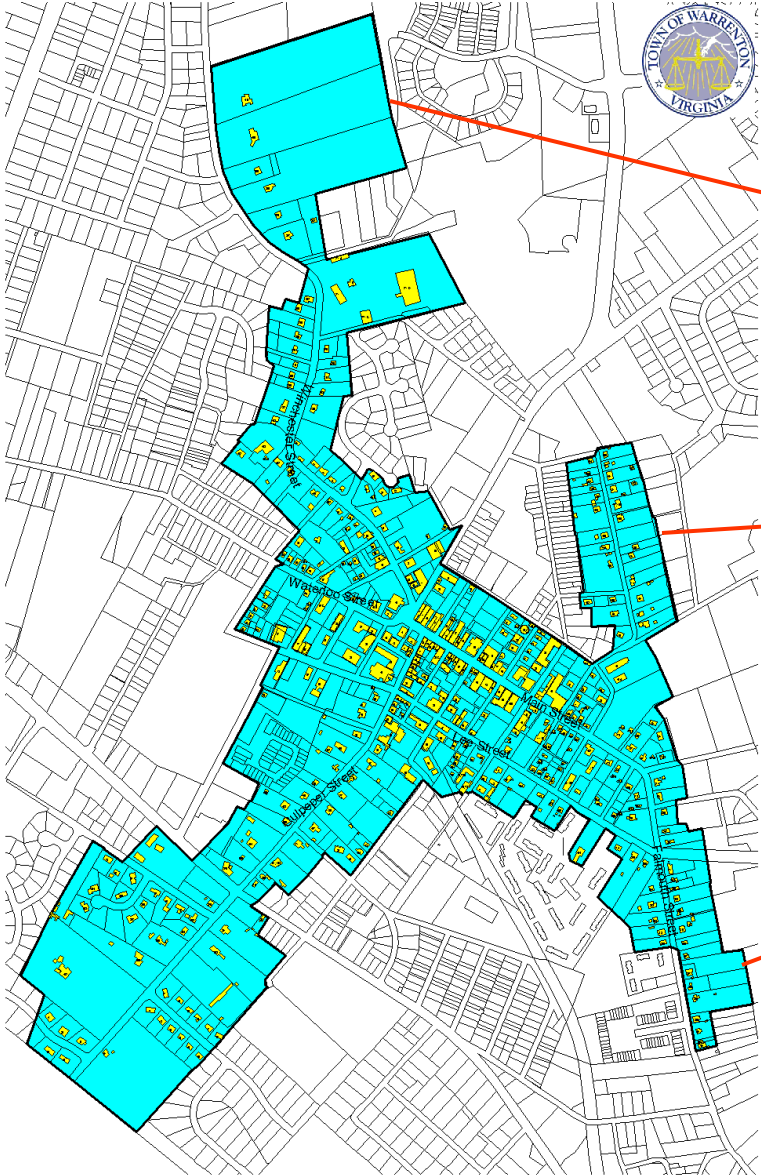
# Smithfield, VA



Source (ESRI, TomTom NA, Tele Atlas NA)

Attachment: Historic District Presentation from PC (1260 : Historic District)

# Town of Warrenton - Historic District Boundary



# Town of Warrenton Zoning Map

Attachment: Historic District Presentation from PC (1260 : Historic District)




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TO: Town of Haymarket Town Council  
 SUBJECT: Virginia Stormwater Management Program (VSMP) Authority  
 DATE: 01/07/13

---

Recent Virginia legislation requires that by July 1, 2014, all Counties, Cities and MS-4 Towns create, manage, and enforce their own Virginia Stormwater Management Program and become a VSMP Authority subject to the review and oversight of the Department of Conservation and Recreation (DCR). A VSMP Authority is responsible for creating and adopting ordinances in conformance with DCR examples; creating budget and man-hour estimates demonstrating the ability to manage a stormwater management program; establishing policies and procedures; reviewing plans for stormwater management/best management practices (SWM/BMP) and adequate outfall; collecting fees for and issuing VSMP permits; inspecting facilities during construction; periodic inspections of facilities throughout their life-cycle; enforcing compliance on any non-conforming facilities throughout their life-cycle; and all record keeping.

Currently, the Town has SWM/BMP ordinances, the Town Engineer reviews plans for compliance and we have stormwater management agreements with property owners that require yearly maintenance records. Technically, this has all be completely voluntary and there has been no review or oversight by DCR. DCR has been the party responsible for issuing VSMP permits and ensuring that all facilities meet Virginia regulations.

Being a VSMP Authority would be much the same as the Town being an Erosion and Sediment Control Authority. In order to be an Erosion and Sediment Control Authority, we were required to demonstrate ordinance conformance and budgets; we are required to provide plan review, inspections, and enforcement; we collect fees for and issue grading permits; and we are under the review and oversight by the DCR.

However, the Town of Haymarket is NOT a MS-4 town and therefore we have the right to say that we do not want to become a VSMP Authority and instead want Prince William County to be the VSMP Authority responsible for the stormwater program within the Town. This option needs to be considered because according to several people at DCR, the fees collected through permits do not cover the cost of running our own program.

The deadline for submitting all FINAL documentation to become a VSMP Authority is June 13, 2013. However, because this is a complicated, involved process, a one-year extension is available. It is recommended that all non MS-4 Towns (which the Town is) considering becoming a VSMP Authority automatically apply for the one-year extension because at this time, DCR is only concentrating on localities required to adopt a stormwater program. According to DCR, even if the one-year extension is granted, a non MS-4 town may still opt to have the County administer the stormwater program anytime up to the final approval.

The deadline for applying for the one-year extension is April 1, 2013 and the following DRAFT documentation must be provided:

- Identification of the authority accepting complete registration statements
- Copy of the local Stormwater Management Ordinance(s)
- Funding and staffing plan

I request that Town Council direct staff to prepare the necessary documentation for the one-year extension or decide at this time not to become a VSMP authority.





---

TO: Town of Haymarket Town Council

SUBJECT: Intent to Amend Section 30-8

DATE: 01/07/13

---

Please find the proposed amended Ordinance attached.

**ATTACHMENTS:**

- Section 30-8 Discharging firearms pneumatic guns slingshots grit shooters bows and arrows (PDF)

**ORDINANCE #O-2012-\_\_\_\_\_**

Enacted \_\_\_\_\_  
Effective \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 30-8, RELATING GENERALLY TO DISCHARGING FIREARM OR PNEUMATIC GUNS.**

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in \_\_\_\_\_ session this \_\_\_\_\_ day of \_\_\_\_\_, 2012:

- 1. That Section 30-8 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

**Sec. 30-8** – Discharging firearms, ~~or air rifle~~ pneumatic guns, slingshots, grit shooters, bows and arrows, etc..

(a) If any person shall willfully discharge or cause to be discharged any firearm ~~or air rifle~~ in the town, he shall be guilty of a class 1 misdemeanor. This section shall not apply to any law enforcement officer in the performance of his official duties nor to any other person whose willful act is otherwise justifiable or excusable at law in the protection of his life or property, or is otherwise specifically authorized by law. The term “firearm” means any weapon that will or is designed to or may readily be converted to expel single or multiple projectiles by the action of an explosion of a combustible material; or the frame or receiver of any such weapon.

(b) No person shall discharge or use in the town any non-explosive weapon defined as a pneumatic gun (e.g. paintball gun, BB gun, pellet gun, etc.), slingshot, grit shooter, bow and arrow, or any other non-explosive device designed or intended to be used to launch or shoot projectiles, where such discharge or use is likely to do or cause injury to any person or property. Notwithstanding anything to the contrary, the use of non-explosive weapons by adults, minors under the age of 16 with the supervision of a parent or guardian, or minors over the age of 16 with the written consent of a parent or guardian shall not be prohibited at facilities approved for shooting ranges, on other property where firearms may be lawfully discharged, or on or within private property with permission of the owner or legal possessor thereof when conducted with reasonable care to prevent a projectile from causing injury to any person or property.

**ORDER OF THE COUNCIL**

\_\_\_\_\_

Attachment: Section 30-8 Discharging firearms pneumatic guns slingshots grit shooters bows and arrows (1255 : Intent to Amend Section 30-8)

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

**ATTEST:**

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

**MOTION:**

**SECOND:**

**RE:**

**ACTION:**

**Date:** \_\_\_\_\_  
**Regular Meeting**  
**Ord. No.** \_\_\_\_\_

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Jennifer Preli, Town Clerk**

Attachment: Section 30-8 Discharging firearms pneumatic guns slingshots grit shooters bows and arrows (1255 : Intent to Amend Section 30-8)



---

TO: Town of Haymarket Town Council  
SUBJECT: Bull Run Middle School PTO Request of Proffer Funds  
DATE: 01/07/13

---

**ATTACHMENTS:**

- Bull Run Middle PTO Proposal (PDF)

Dear Mayor Leake and the honorable members of the Haymarket Town Council:

The Bull Run Middle School PTSO aims to support both the school's vision of "Soaring to Excellence-- Every Student Learning at High Levels Every Day" and the school's mission that "every student read, write, speak and think at high levels across the curriculum so they will be prepared for the next level." We have been very fortunate in that, due to the efforts of our Parents, our Teachers, our Staff, and most importantly, our Students, Bull Run has been designated a School of Excellence for the 2012-2013 school year. While the factors used to determine this achievement are based on 2011-2012 data, we at Bull Run are committed to continuing our high standards.

Our students represent thirty (30) different nations, making the ESOL curriculum vital to Bull Run's continued success. In addition, while our population may have decreased by a third, our percentage of disadvantaged students has doubled. At the same time, we have witnessed an increase in our gifted students.

Our challenge, as the PTSO, is how do we support, at a minimum, the majority of our students with such a wide variety of needs, with the ultimate goal of touching every child and ensuring that, when a Bull Run student goes to Battlefield, a firm foundation has been laid?

The answers lie in 1)providing support for all students struggling academically, 2)providing academic options for all students needing more challenging assignments, and 3)embracing those students in between. Our school has an extensive, comprehensive plan in place; but, the PTSO has chosen to focus on two points that reach the majority of our students and continue our high standards.

The first point is the expansion of the tutoring program. Our existing intervention program has been successful but, as the need has increased, the need to expand has increased. Mr. Phythian, our principal, stands ready with a program more specialized and fine-tuned than before. A donation from the PTSO in the amount of \$10,000 would provide much-needed supplies for the students and the teachers volunteering their time after school.

The second point is to stay on the cutting edge technologically. A donation from the PTSO in the amount of \$12,598 would cover the cost of the iPad Learning Lab with twenty iPads. The integration of the iPad in today's curricula brings the lab to the student. With the appropriate applications, the iPad brings the average lesson into the 21st century and takes active engagement to another level. We have to think globally.

An indication of the critical nature of these two points is evident in a snapshot of our First Quarter Benchmark Assessment. Our Sixth Grade overall percentages exceed 63 % but our Sixth Grade ESOL percentages are 13 %, 10%, and 0% in History, Reading, and Science, respectively. All of these subjects can be enhanced with the use of the iPad. In addition, students will benefit from the additional academic support.

Due to Prince William County School System's budgetary constraints, these points can not be fully addressed within the school's budget. Unfortunately, our PTSO is feeling the pangs of the economic downturn and cannot currently support these two vital points.

We, the PTSO of Bull Run Middle School, respectfully submit this request for consideration by the council.

Respectfully,  
Melba Williams  
PTSO President





---

TO: Town of Haymarket Town Council  
SUBJECT: Buckland Mills PTO Request of Proffer Funds  
DATE: 01/07/13

---

**ATTACHMENTS:**

- Buckland Mills PTO Proposal (PDF)

November 29, 2012

To Whom It May Concern,

There is an old African proverb that continues to inspire us as a community: "If you want to travel faster, go alone - but if you want to travel farther, go together." At Buckland Mills Elementary School we firmly believe with community support we can help students to reach new learning heights, going 'farther' because of our partnerships with families and business partners. Without the generosity of our community partners like you, we would just be a great school with big ideas. Your generosity will help us to make our big ideas a reality for the benefit of children.

Buckland Mills Elementary School, has over 1,076 students and continues to grow. We recognized the need to increase the opportunities for our students to increase aerobic activity with additional playground structures in 2010-2011. With diligent fund raising efforts we were able to establish the first phase of the playground in spring of 2012. We are proposing that the proffered funds support our community effort to install the remaining two phases of our playground. The completed playground will fully support the needs of our students in building healthier bodies and clear mindedness. The playground will continue to be enjoyed by our students and our neighborhoods for years to come.

The playground structure images and estimates are attached.

Thank you for supporting our growth.

Sincerely,



Annie Jenks, PTO President



Lisa Bennett, PTO Vice President



Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

#80797

11/20/2012

### Buckland Mills Elementary (phase 1) Updated Pricing

Prince William County Public Schools  
Attn: Melissa Vilar  
10511 Wharfdale Place  
Gainesville, VA 20155  
Phone: 703-659-7516  
thevilars@yahoo.com

Ship To Zip: 20155

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Modular Rock Climber w/ Lightning Link (per drawings)	\$4,415.88	\$4,415.88
1	8533	GameTime - Single Tower Challenge	\$8,200.08	\$8,200.08
1	6143	GameTime - Whirlwind Seat Straight (F/S)	\$447.72	\$447.72
1	178749	GameTime - Owner's Kit	\$47.00	\$47.00
1	INSTALL	MISC - Installation of above equipment	\$5,190.00	\$5,190.00
102	GTEWF	GT-Impax - Engineered Wood Fiber, per CY	\$27.95	\$2,850.90
1	161290	GameTime - Geo-Textile 2250 Sq Ft Roll	\$447.72	\$447.72
2	161294	GameTime - Terraflow Drain 150' Roll	\$295.20	\$590.40
102	INSTALL	MISC - Installation of EWF, Terra Flow and Felt	\$12.00	\$1,224.00
1736	INSTALL	MISC - Per Ft <sup>2</sup> Push-aside existing surfacing, dispose of TerraFlow drain, felt & any decayed surfacing <i>- Existing re-useable surfacing to be replaced into area after equipment installation.</i> CHECK WITH ORDER DISCOUNT OPTION: <i>- *Please deduct \$423.05 from total if check for payment in full is presented at time of purchase.</i>	\$1.20	\$2,083.20

Site must be clear, level, free of obstructions and accessible. Total cooperative purchasing contract (USC) discount reflected in above quote is \$2,716.20 Pricing valid through Dec 5, 2012. Orders placed after that date will receive 2013 pricing.  
Contract: USC

SubTotal: \$25,496.90  
Freight: \$1,620.94  
Total Amount: \$27,117.84



Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

QUOTE  
#80798

11/20/2012

### Buckland Mills Elementary (Phase 3) - Updated Pricing

Prince William County Public Schools  
Attn: Melissa Vilar  
10511 Wharfdale Place  
Gainesville, VA 20155  
Phone: 703-659-7516  
thevilars@yahoo.com

Ship To Zip: 20155

Quantity	Part #	Description	Unit Price	Amount
1	6214	GameTime - Rebound	\$961.80	\$961.80
1	6219	GameTime - See Saw	\$1,147.44	\$1,147.44
1	12583	GameTime - Primetime Swing Frame, 3 1/2" Od	\$933.24	\$933.24
2	12584	GameTime - Primetime Swing Add-A-Bay, 3 1/2" Od	\$579.60	\$1,159.20
6	161292	GameTime - Wear Mat 44"X48"	\$139.40	\$836.40
6	SS8910	GameTime - Belt Seat 3 1/2" /8' w/Clevis	\$205.80	\$1,234.80
1	178749	GameTime - Owner's Kit	\$47.00	\$47.00
1	INSTALL	MISC - Installation of Above Equipment	\$2,627.00	\$2,627.00
29	GTEWF	GT-Impax - Engineered Wood Fiber, per CY	\$35.90	\$1,041.10
2	161294	GameTime - Terraflow Drain 150' Roll	\$295.20	\$590.40
1	161290	GameTime - Geo-Textile 2250 Sq Ft Roll	\$447.72	\$447.72
29	INSTALL	MISC - Installation of Above EWF, Terra Flow and Felt	\$12.00	\$348.00
2050	INSTALL	MISC - Per Ft2 Excavation, approx 6" and use soil to berm around area	\$0.44	\$902.00
20	INSTALL	MISC - Per LF Supply & Install Drain to Daylight	\$9.64	\$192.80

CHECK WITH ORDER DISCOUNT  
OPTION:

- *\*Please deduct \$219.33 from total if check for payment in full is presented at time of purchase.*

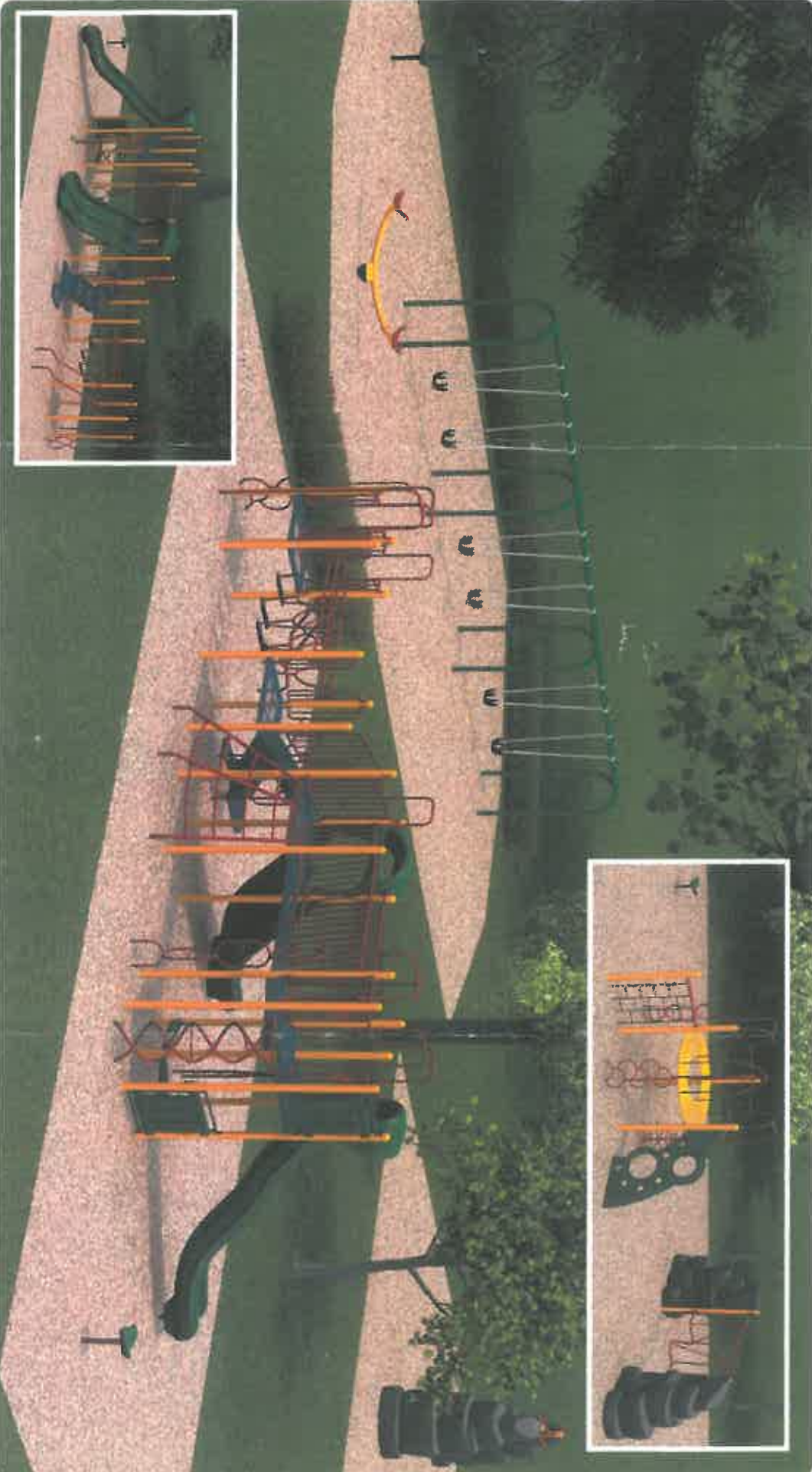
Site must be clear, level, free of obstructions and accessible. Total cooperative purchasing contract (USC) discount reflected in above quote is \$1,447.00. Price valid through Dec 5, 2012. All orders placed after that date will receive 2013 pricing.  
Contract: USC

SubTotal: \$12,468.90  
Freight: \$955.86  
**Total Amount: \$13,424.76**



# Buckland Mills Elementary Gainesville, VA

Design • Build • PLAY!



www.cunninghamre.com

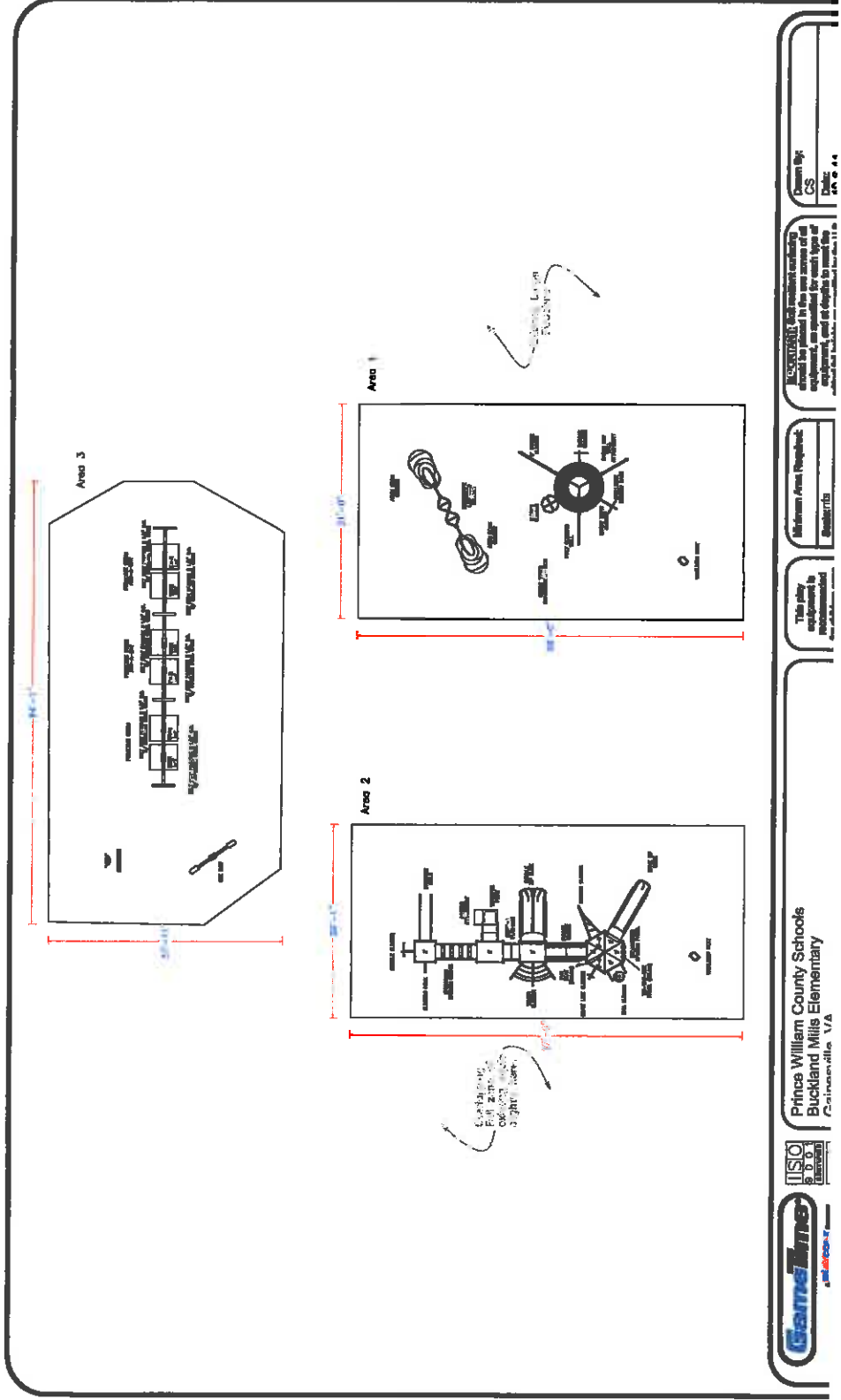
800.438.2780



From: Michael Jenks <majenks@comcast.net>  
Subject: playground  
Date: November 29, 2012 2:07:20 PM EST  
To: annie.jenks@comcast.net



1 Attachment, 542 KB





GameTime c/o Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX

QUOTE  
 #72927

10/07/2011

### Buckland Mills Elementary

Prince William County Public Schools  
 Attn: Melissa Vilar  
 10511 Wharfdale Place  
 Gainesville, VA 20155  
 thevilars@yahoo.com

Ship To Zip: 20155

Quantity	Part #	Description	Unit Price	Amount
		AREA 1 (nearest existing large play structure)		
1	RDU	GameTime - Modular Rock Climber w/ Lightning Link (per drawings)	\$4,337.76	\$4,337.76
1	8533	GameTime - Single Tower Challenge	\$8,054.76	\$8,054.76
1	6143	GameTime - Whirlwind Seat Straight (F/S)	\$440.16	\$440.16
1736	INSTALL	MISC - Per Ft2 Push-aside existing surfacing, dispose of TerraFlow drain, felt & any decayed surfacing <i>- Existing re-useable surfacing to be replaced into area after equipment installation.</i>	\$1.20	\$2,083.20
		AREA 2 (nearest existing fitness structure)		
1	RDU	GameTime - PrimeTime Modular Unit (per drawings)	\$20,988.16	\$20,988.16
1	6143	GameTime - Whirlwind Seat Straight (F/S)	\$440.16	\$440.16
1600	INSTALL	MISC - Per Ft2 Push-aside existing surfacing, dispose of TerraFlow drain, felt & any decayed surfacing <i>- Existing re-useable surfacing to be replaced into area after equipment installation.</i>	\$1.20	\$1,920.00
		AREA 3 (immediately behind area 2, in grassy area)		
1	6214	GameTime - Rebounce	\$945.00	\$945.00
1	6219	GameTime - See Saw	\$1,104.60	\$1,104.60
1	12583	GameTime - Primetime Swing Frame, 3 1/2" Od	\$916.44	\$916.44
2	12584	GameTime - Primetime Swing Add-A-Bay, 3 1/2" Od	\$569.52	\$1,139.04
6	161292	GameTime - Wear Mat 44"X48"	\$136.94	\$821.64
6	SS8910	GameTime - Belt Seat 3 1/2" /8' w/Clevis	\$202.44	\$1,214.64
2050	INSTALL	MISC - Per Ft2 Excavation, approx 6" and use soil to berm around area	\$0.44	\$902.00
20	INSTALL	MISC - Per LF Supply & Install Drain to Daylight	\$9.64	\$192.80



GameTime c/o Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX

QUOTE  
 #72927

10/07/2011

### Buckland Mills Elementary

Quantity	Part #	Description	Unit Price	Amount
		- ALL AREAS		
1	178749	GameTime - Owner's Kit	\$46.00	\$46.00
1	INSTALL	MISC - Installation of Above Equipment	\$14,210.00	\$14,210.00
157	GTEWF	GT-Impax - Engineered Wood Fiber, per CY - Area 1 = 1736 Ft2 @ 4" Depth, Area 2 = 1600 Ft2 @ 4" Depth, Area 3 = 2050 Ft2 @.12" Depth	\$24.90	\$3,909.30
6	161294	GameTime - Terraflow Drain 150' Roll	\$290.28	\$1,741.68
2	161290	GameTime - Geo-Textile 2250 Sq Ft Roll	\$424.76	\$849.52
1	161291	GameTime - Geo-Textile 1125 Sq Ft Roll	\$219.76	\$219.76
157	INSTALL	MISC - Installation of Above EWF, Terra Flow and Felt	\$12.00	\$1,884.00

Site must be clear, level, free of obstructions and accessible. Total cooperative purchasing contract (USC) discount reflected in above quote is \$10,966.68.  
 Contract: USC

SubTotal: \$68,360.62  
 Freight: \$2,150.00  
**Total Amount: \$70,510.62**

Pricing: Prices are firm for 30 days unless otherwise noted. Above costs assume one shipment and one installation unless otherwise noted. Taxes will be shown as a separate line item if included.

Shipment: Standard orders shipped 4 weeks after receipt of order and acceptance of your purchase order, color selections, approved submittals, (if required) unless otherwise noted. Custom equipment and shades may require a longer lead time. It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery

Payment Terms: Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Gametime C/O Cunningham Associates, Inc. or this signed quotation is required for all orders unless otherwise noted.

Acceptance of this proposal indicates your agreement to the terms and condition stated herein.

Site should be level and allow for unrestricted access of trucks and machinery. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost. Customer will be billed hourly or per job for any additional costs.



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TO: Town of Haymarket Town Council  
SUBJECT: Tyler PTO Request of Proffer Funds  
DATE: 01/07/13

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**ATTACHMENTS:**

- Tyler PTO Proposal (PDF)

**From:** [Paula King](#)  
**To:** [Jennifer Preli](#)  
**Subject:** Tyler PTO Proposal  
**Date:** Wednesday, November 28, 2012 2:19:05 PM

---

### *Tyler Elementary PTO Computer Lab Proposal*

The Tyler PTO's mission is to support a community of life-long learners while embracing innovation. To encourage and support a collaborative and authentic learning environment within a diverse community. To encourage students to participate in extracurricular activities including STEM (Science, Technology, Engineering and Mathematics) enrichment.

We serve a racially and ethnically diverse population including approximately 20% economically disadvantaged students. The STEM program is a partnership between Tyler ES and Bull Run Middle School. Our goal is to encourage middle school students to serve as math and science mentors to elementary students. Many of the middle school mentors are alumni of Tyler. The STEM program has given them a unique opportunity to share their passion for math and science while learning the importance of giving back to their community. The mentors went through an application process, received teacher recommendations and completed mentor training.

Our elementary school is 44 years old and has lots of history. However, due to its age, we have lots of challenges as well. Two of the most significant challenges are the lack of indoor recreational space and lack of updated technology. We have one gym that serves as our cafeteria, auditorium as well as our SACC (School Age Child Care) program; consequently, the PE teacher cannot offer any after school recreational programs and the PE classes are doubled to accommodate all of the classes and remain in compliance with Virginia State standards.

Due to the restraints on our gym space, our after school opportunities have focused on academic enrichment with a focus on technology. The computers in our computer lab are from 2003. Unfortunately, due to their age, the computers cannot run the programs that are necessary in 2012. The technology instructor has difficulty running basic programs such as Word and PowerPoint. Many of the programs take a long time to launch, hesitate or freeze due to the age of the computers. As a temporary fix, the PTO bought 512MB of RAM this school year and we were told this was a Band-Aid approach and the computer lab needs to be replaced. Unfortunately, due to budget constraints within the Prince William County School system, this is not possible within the school's budget and the PTO has been tasked with replacing the computers at a cost of **\$21,732 (31 complete desktop workstations)**.

The PTO has made it our mission to replace the computer lab, because it impacts the students on a daily basis. Students learn technology skills in the computer lab and take SOL (Standards of Learning) tests on the computers. The situation in our computer lab is at a crisis level. Our STEM program is missing the critical "T" for technology. We have embedded the use of technology as much as possible through the purchase of an iPad and 2 convertible computers which were made possible by a Best Buy grant; however, the need remains for a new computer lab.

Our long term goals are to expose students to technology on a regular basis and provide



afterschool enrichment opportunities to students. All of our afterschool programs are free of charge to students. The STEM program is building future leaders as the middle school students practice community service, plan lessons and share their passion for science, technology, engineering and mathematics. The elementary students are also given an opportunity to serve as mentors after they complete the program. For example, a fifth grade student who would like to give back to the Tyler community, may serve as a mentor for the fourth grade. A fourth grade student has the opportunity to serve as a mentor for the third grade and so forth.

If Town of Haymarket provides funds for new computers, we would like to extend an invitation to the Haymarket Town Council to attend the ribbon cutting ceremony of our new computer lab.

As a side note, five of the six members of the Tyler PTO are Town of Haymarket residents residing in Greenhill Crossing.

Respectfully Submitted,  
Paula King  
Tyler PTO Co-President  
Town of Haymarket Resident



---

TO: Town of Haymarket Town Council  
SUBJECT: Reagan Middle School PTO Request of Proffer Funds  
DATE: 01/07/13

---

**ATTACHMENTS:**

- Reagan MS PTO Proposal (PDF)



Ronald Reagan Middle School Parent, Teacher, Student Organization (PTSO)  
15801 Tanning House Place  
Haymarket, VA 20169

Dear Honorable Mayor David Leake and Honorable Town Council members,

We, the board of the Ronald Reagan Middle School PTSO, are proud to be able to represent the new Ronald Reagan Middle School parents, students, and staff.

An email from the Town of Haymarket Town Clerk Jennifer Preli alerted us to the proffer funds available to the five schools that serve the Town of Haymarket. After RRMS PTSO board discussion, a PTSO general meeting, and a meeting with Dr. Edward Stephenson, principal of Ronald Reagan Middle School, we, the RRMS PTSO board, feel ready to submit an application for support for several capital improvement projects that would benefit not only our school students but the community as a whole.

As RRMS PTSO president, I am submitting several documents for your review. We would like to secure funding for three scoreboards, one for the new baseball field, one for the softball field, and one for the football/multi-purpose field. The scoreboards we selected are on the low end of the price range but will be adequate for our needs. The football field scoreboard is able to be used for a variety of sports. The cost of the scoreboards for the baseball and softball fields is \$5998.00. The cost of the football scoreboard is \$9,649.00.

We would also like to procure seating for our parents and fans who attend the spring sporting events. We have included the cost for four sets of aluminum 40-seat bleachers which is an additional \$4,488.00. They would be placed on the baseball, softball, and soccer fields.

Attached are documents which list the approximate price, however, it does not include shipping or construction costs. We would ask school maintenance for help in this area. If they are not able to help, we could ask parents or local businesses for help. The approximate cost for these projects is \$20,135.00.

If there are additional funds available, we would appreciate help in securing funding for a classroom set of iPads. The students have raised approximately \$1,600 in Box Tops receipts toward this set. We let the students vote at the start of school on how they would like to use the money raised from the .10 Box Tops being submitted. The staff and students have been amazing so far but we are a long way from our goal. The tablets would be housed in the library for check out.

Thank you for giving us the opportunity to equip our new school.

Sincerely,

Michelle Baker, RRMS PTSO President

RRMS PTSO Board Members

Kelly Kronzer

Karla Sidner

Lori Vilevac

Ruth Castor

Dear Ms. Baker:

I wanted to reach out to Reagan PTO and let you know about some builder proffer funds that the Town has received. The use of the funds is restricted in many ways, but we have one group of funds that must be dispersed to the public school system or public school PTO. There are 5 public schools that serve the residents of the Town; Buckland Mills, Tyler, Reagan, Bull Run, and Battlefield. The total amount of the funds is \$101,220, essentially \$20,000 per school. We have to be careful how the funds are spent, it must be for an "improvement" to the school. So we would like to receive a request from you, specifically identifying Reagan's needs, to approximately that amount, justifying the "improvement". I know this is sort of last minute, but we have a meeting Monday night where a decision could be made. Now, please keep in mind, we will still have the funds for you if you need to wait to the January meeting (our board meets the first Monday of each month). Let me know your thoughts or if you need to meet with your other board members, but I thought you might have the specific needs now and are just trying to raise the necessary funds.

*Jennifer Preli, Town Clerk*

*PO Box 1230*

*Haymarket, Virginia 20168*

*703-753-2600*

*703-753-2800 Fax*

# MP-8347 Baseball Scoreboard / Softball Scoreboard



Weight Net/Shipping (lbs):

Dimensions:

Caption Size:

Numeric Size:

Power (amps):

Horn:

Price:

Baseball or Softball Scoreboard

85/182 lbs -- 38.25/81.9 kg

4 x 6 -- 1.2192 x 1.8288 m

6" -- 15.24 cm

14" / 12" / 3" -- 35.56 / 30.48 / 7.62 cm

100-277 Volts 4 Amps 50/60 Hz

No

**\$2,999.00**



## MP-8433 Football Track Scoreboard



### Scoreboard Description:

Weight Net/Shipping (lbs):	770/1050 lbs -- 346.5/472.5 kg
Dimensions:	11' x 18' -- 3.3528 x 5.4864 m
Caption Size:	6" / 4" -- 15.24 / 10.16 cm
Numeric Size:	24" / 21" / 14" -- 60.96 / 53.34 / 35.56 cm
Power (amps):	100-277Volts 10Amps 50/60Hz
Horn:	Optional See Accessories
Price:	<b>\$9,649.00</b>

## Home School Bleachers 4 Row Bleachers For Sale

### 4 Row Bleachers

Do you need 4 row bleachers for your upcoming school, stadium or sports bleacher project? JoGo is the the leading 4 row bleacher manufacturer in the United States. We have award winning 4 row bleachers for sale and designers ready to help. All 4 row bleachers come with single foot boards. You can add optional ADA spaces, aisles, guard rails, double footboards and lift / roll portability to any order. Contact us today and start building your space with beautiful JoGo Equipment 4 row bleachers.



© JoGo Equipment All Rights Reserved

**\$729.00 *In Stock***

### 8" Rise Bleachers (No Guard Rails / 1 FootBoard)

#### Aluminum Frame

Style	Dimensions	Capacity	Price	Model
4 Rows	7.5' Wide	20 Seats	\$ 729.00	NAF8AP4R75W
4 Rows	15' Wide	40 Seats	\$ 1,122.00	NAF8AP4R15W
4 Rows	21' Wide	56 Seats	\$ 1,552.00	NAF8AP4R21W
4 Rows	27' Wide	72 Seats	\$ 1,963.00	NAF8AP4R27W
4 Rows	Frame Only	40 Seats	\$ 492.00	NAF84R15W

#### Steel Frame

Style	Dimensions	Capacity	Price	Model
4 Rows	7.5' Wide	20 Seats	\$ 765.00	NSF8AP4R75W
4 Rows	15' Wide	40 Seats	\$ 1,178.00	NSF8AP4R15W
4 Rows	21' Wide	56 Seats	\$ 1,629.00	NSF8AP4R21W
4 Rows	27' Wide	72 Seats	\$ 2,061.00	NSF8AP4R27W
4 Rows	Frame Only	40 Seats	\$ 516.00	NSF84R15W



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TO: Town of Haymarket Town Council  
SUBJECT: PWC School's Request for Proffer Funds  
DATE: 01/07/13

---

**ATTACHMENTS:**

- PWCS Request of Proffer Funds (PDF)



December 21, 2012

RECEIVED

DEC 27 2012

TOWN OF HAYMARKET

Gene Swearingen, Town Manager  
Town of Haymarket  
P.O. Box 1230  
Haymarket, VA 20168

RE: Alexandra's Keep Special Use Permit Development Conditions; Ord. No. 05-001

Dear Mr. Swearingen:

It has come to the attention of Prince William County Public Schools (PWCS) that the Town of Haymarket has received a contribution of \$101,220 from the residential development, Alexandra's Keep. Per the Special Use Permit Development Conditions, funds are to be used for the improvement of public schools serving Town of Haymarket residents.

Proffer funds are voluntary contributions by developers to help the School Division offset the capital costs attributed to students generated by the development. Proffer funds that the School Division receives from the construction of residential development in Prince William County are used for capital improvements at schools where the students generated from the residential development attend. The intention of proffer funds is to mitigate costs of the development, and funds received are tied to capital projects providing facilities for the students. The funds received from Alexandra's Keep should be used to support capital projects in schools where students from the Town of Haymarket attend.

We understand the Town of Haymarket has contacted the PTO presidents at Buckland Mills Elementary School, Tyler Elementary School, Bull Run Middle School, Reagan Middle School, and Battlefield High School. While this is a generous offer to the PTOs, we have some concerns on the disbursement of the funds. Per the Special Use Permit Development Condition, funds may be forwarded to a specific local school PTA. The PTOs (Parent Teacher Organizations) at PWCS are not PTAs (Parent Teacher Associations), and are different organizations and entities. To the extent the document identifies school PTAs, this might be contrary to Special Use document language.

DR. STEVEN L. WALTS  
*Superintendent of Schools*



Gene Swearingen, Town Manager  
December 20, 2012  
Page 2

Regardless of use of the funds, we are requesting the disbursement of the Alexandra's Keep funds come through PWCS for accountability. If the money is sent directly to the PTOs, the School Division is not accountable for use of the funds and has no way of tracking expenditures. Therefore, with the funds sent to PWCS, expenditures can be accounted for even if they are used to accommodate the PTO requests.

Thank you for your consideration of our request. If you have questions and would like to discuss, please call Dave Cline, Associate Superintendent for Finance and Support Services, at 703.791.8701.

Sincerely,



Steven L. Walts  
Superintendent of Schools

SLW/MH:sc

- c: Dave Cline, Associate Superintendent for Finance and Support Services  
Jarcelynn Hart, Associate Superintendent for Western Elementary Schools  
Pat Puttre, Associate Superintendent for Middle Schools  
Michael Mulgrew, Associate Superintendent for High Schools  
John Windley, Director of the Office of Facilities Services



---

TO: Town of Haymarket Town Council  
SUBJECT: Erosion & Sediment Control Inspection Services  
DATE: 01/07/13

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The Town, as part of its Erosion & Sediment Control laws is required to perform inspection on all land-disturbing activities. Prince William Soil & Water Conservation District has performed those services for the Town since 2004. The Memo of Understanding and its extension with PWSWCD expired 12/31/2012.

Staff has provided the Council with three separate bids to perform the service of Erosion & Sediment Control Inspections.

#### RECOMMENDATION

It is recommended that the Town Council enter into an agreement with one of the following companies:

Soil Consultants Engineering  
Angler Environmental  
Prince William Soil & Water Conservation District

#### ATTACHMENTS:

- PWSWCD Proposed FY 2013 MOU (PDF)
- Soil Consultants Proposal 10-2012 (PDF)
- Angler Proposal - E&S and VSMP Inspection Services (PDF)

Memorandum Of Understanding

between the

Town of Haymarket

and the

Prince William Soil & Water Conservation District

***Renewal***

***July 1 2012 to June 30, 2013***

This Memorandum of Understanding is ***renewed*** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Town of Haymarket and the Prince William Soil and Water Conservation District.

Whereas, the Town of Haymarket and the Prince William Soil and Water Conservation District recognizing the need for a close working relationship in the area of erosion and sediment control, enter into this memorandum of understanding.

**Section I**

**THE TOWN OF HAYMARKET AGREES TO:**

- A. Be the erosion and sediment control program administrator and plan approval authority.
- B. Be responsible for collecting all fees and issuing land disturbance permits in regard to the erosion and sediment control program.
- C. Be responsible for all performance guarantees in regard to the erosion and sediment control program.
- D. Initiate all enforcement actions, including formal notices to comply, stop work orders, and other enforcement measures.

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

- E. Provide the Prince William Soil and Water Conservation District with a copy of the approved erosion and sediment control plan for each project within seven days of approval by the Town of Haymarket Erosion and Sediment Control Plan Reviewer.
  
- F. Provide the Prince William Soil and Water Conservation District with an inspection file immediately after issuing a land disturbance permit. The file will include: a copy of the site disturbance permit, developer contact information, and inspection log sheets.
  
- G. The Town of Haymarket will notify the Prince William Soil and Water Conservation District, in writing, of any approval or rejection of development plans.
  
- H. The Town of Haymarket will notify the Prince William Soil and Water Conservation District, in writing, of the issuance of grading permits and the beginning date of grading of construction projects, seven days before land disturbance commences.
  
- I. The Town of Haymarket will provide the name, mailing address, phone and fax numbers and e-mail address of the land owner and the contactor contact information, and provide any changes in landowner or contractor contact information as received by the Town of Haymarket.
  
- J. Participate in semi-annual coordination meetings with the Prince William Soil and Water Conservation District staff.
  
- K. Recognize that, due to fixed costs associated with the erosion and sediment control plan review and inspection processes, the Prince William Soil and Water Conservation District must perform secondary plan reviews and inspections for a minimum of two projects per year in order for the District to be adequately

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

compensated for services rendered. If the Town of Haymarket fails to submit at least two land disturbing projects requiring erosion and sediment control secondary plan reviews and inspections during the one year period covered by this memorandum, the Prince William Soil and Water Conservation District shall receive a minimum of \$3,200 from the Town of Haymarket at year end, to cover the fixed costs incurred by the District.

## Section 2

### **THE PRINCE WILLIAM SOIL AND WATER CONSERVATION DISTRICT AGREES TO:**

- A. Be the secondary plan review agency for erosion and sediment control plans for the Town of Haymarket. The District will submit comments on approved plans within ten days of receipt.
  
- B. Provide all erosion and sediment control inspections, for the Town of Haymarket, as prescribed by Virginia erosion and sediment control regulations. Copies of all inspection reports will be submitted to the Town's ESC Program Administrator within 48 business hours.
  
- C. Work with land disturbers in the field to revise erosion and sediment control plans as necessary, to satisfy all erosion and sediment control minimum standards. The Prince William Soil and Water Conservation District will advise, in writing, the Town Manager of said revisions for approval by the Town of Haymarket's ESC Plan Review authority.
  
- D. Investigate all erosion and sediment control complaints on active projects and provide a report to the Town of Haymarket.

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

- E. Keep the Town of Haymarket informed on the status of all projects.
  
- F. Accompany a representative of the Town of Haymarket to provide technical assistance regarding compliance of erosion and sediment control violations, when requested.
  
- G. Schedule the semi-annual coordination meetings with the Town of Haymarket.

It is understood that this memorandum can be terminated at any time by either undersigned party with 90 days written notice provided to the other party.

It is understood that this memorandum will be revisited and renewed yearly at a meeting of both undersigned parties. This agreement shall remain in full force and effect until the agreement is revisited and renewed annually or terminated.

By: Steve Pappin 7/26/12  
 Chairman, Prince William SWCD Date

By: \_\_\_\_\_  
 Mayor, Town of Haymarket Date

Attest: \_\_\_\_\_  
 Town clerk, Town of Haymarket Date



6.F.1

Packet Pg. 66

Attachment: PWSWCD Proposed FY 2013 MOU (1265 : Erosion &amp; Sediment Control Inspection Services)

Attachment A

**Erosion and Sediment Control for the Town of Haymarket  
July 1 2012 to June 30 2013**

Secondary plan review, inspection and technical assistance fee schedule:

1. Residential – Single Family Home:

**Coverage: 1 secondary ESC plan review + 15 inspections** **\$1,600**

2. Residential – Multi-family Home:

- For Site Plans up to one acre: plan review

**Coverage: 1 secondary ESC plan review, up to 1 acre + 15 inspections** **\$1,600**

- For Site Plans one acre or more, plan review

**Coverage: 1 secondary ESC plan review, more than 1 acre +15 inspections** **\$1,600 plus**  
 Plus additional per acre **\$ 150**

3. Commercial:

- Up to 5 Acre lot

**Coverage: 1 secondary ESC plan review + 15 inspections** **\$2,025**

- For Site Plans for more than 5 acres

**Coverage: 1 secondary ESC plan review + 15 inspections** **\$2,025 plus**  
 Plus additional per acre **\$ 450**

4. Additional Fees:

- Additional inspections (16+) at \$90/inspection
- Technical assistance (includes addressing complaints), additional meetings and inspections for ongoing construction projects (Section I, par. G): \$90 per hour additional time billed in half hour increments

Approved Erosion and Sediment Control plans will expire 12 months from the date of Site Plan approval from the Town of Haymarket. After expiration Erosion and Sediment Control plans must be resubmitted and fees paid at current rates. Ongoing projects that are begun in one year and continue into the next year will be completed per the above schedule.

Accepted: \_\_\_\_\_

Mayor, Town of Haymarket

# EROSION AND SEDIMENT CONTROL INSPECTIONS

## OCTOBER 12, 2012

SUBMITTED BY

# SCE

SOIL CONSULTANTS ENGINEERING  
SINCE 1960

PROPOSAL FOR

# EROSION AND SEDIMENT CONTROL INSPECTIONS

Prepared for:



Town of Haymarket  
15000 Washington Street Ste 100  
Haymarket, Virginia 20168

## Table of Contents

<b><u>Section No. / Heading</u></b>	<b><u>Page No.</u></b>
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Scope of Service	6-7
Fee Schedule	8
Responsibilities	9

Town of Haymarket  
15000 Washington Street Ste 100  
Haymarket, Virginia 20168

ATTN: Mr. Gene Swearingen

RE: Request for Proposal For  
On Call Erosion and Sediment Control Services

Dear Mr. Swearingen,

Soil Consultants Engineering Inc. (SCE) is pleased to provide the following in response to your request for proposal of on call Erosion and Sediment control services. Hereafter we'll provide you with documented evidence of our firm's capabilities, pursuant to the RFP. This proposal takes the following into consideration:

- Our important and informative conversations regarding this proposal;
- A thorough base knowledge of our service requirements requested in this RFP annotated therein, including but not limited to field inspections and reinspections of the erosion and sediment control as prescribed by the Virginia erosion and sediment control regulations.
- Work with land disturbers to revise and modify erosion and sediment control procedures to satisfy the requirements prescribed by the Virginia erosion and sediment control regulations.
- Over 52 years of inspection services in the Washington Metropolitan area

SCE is equipped to facilitate all of the provisions mentioned in your RFP efficiently, promptly and professionally, at a fair and reasonable cost. We understand the toll an undertaking of this magnitude places on the Town of Haymarket, and we are committed to maintaining the Town of Haymarket best interest by providing outstanding professional service to both the Town and their clients.

Our long term presence in the construction inspection, engineering, and material testing field shows that SCE has successfully adapted to an ever changing market and continues to provide engineering services all over the Washington D.C. metropolitan area. We are currently approved and authorized to operate in the Town of Haymarket, Town of Dumfries, Loudoun, Fairfax, Prince William, Arlington, Montgomery, Prince George's, Stafford, Culpeper, Fauquier Spotsylvania counties, Town of Herndon, and Washington D.C, as well as the cities of Alexandria, Fredericksburg and Manassas. .

Our current staff includes professional engineers, certified building inspectors, for both residential and commercial projects, project managers, soil scientists, and geologists. We currently employ three individuals that are certified and qualified to perform erosion and sediment control inspections as requested in your RFP We also employ certified engineering technicians that work in conjunction with our laboratory and support personnel, accredited by the AASHTO Material Reference Laboratory (AMRL).

SCE is proud of our customer service and when you call SCE during normal business hours, you will never get a message machine. You will always speak with a qualified representative who is ready and willing to assist you the best way possible. Our full time dispatching system includes our own unique software program that successfully installs and organizes all requested inspections. Our dispatching system also includes NEXTEL phones with direct connect capabilities that allow for instantaneous communication and the accelerated response

times our clients need. This program is installed onto every inspector's laptop computer for "real time" scheduling and inspection requests. Inspection data is logged in onsite for immediate processing and report dispersal. Utilizing this network, we're able to successfully plan and expedite our efforts around your schedule.

All of SCE documentation is generated electronically on site to eliminate lost time between the completion, review and submittal of the necessary daily field reports. Copies of said reports can be delivered at virtually any time to the parties our clients designate to ensure full transparency.

Enclosed are our comments and responses to the RFP requirements provided. We appreciate the opportunity to render this proposal, and look forward to working with you to see your project completed.

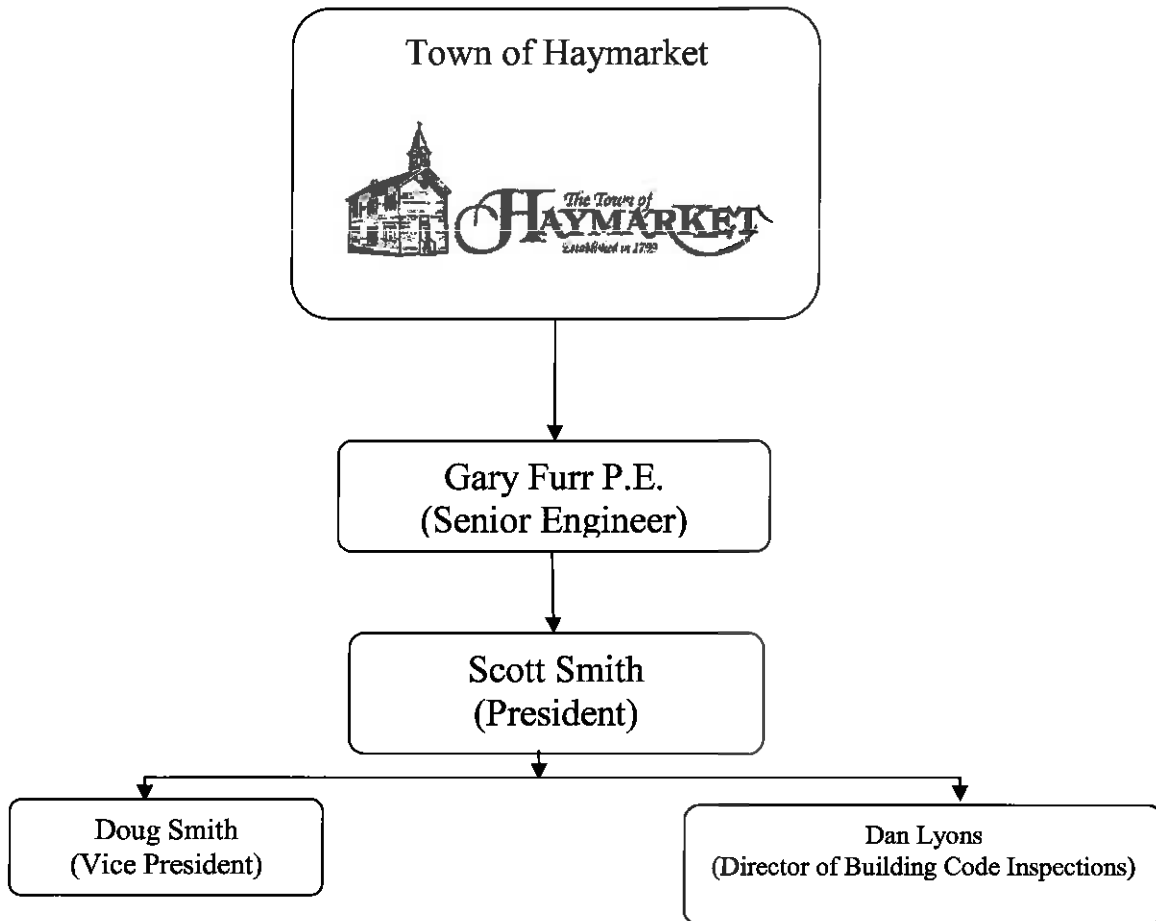
Sincerely,

Scott P. Smith,  
President



### Expertise & Experience of SCE. Personnel

SCE employs only the most thoroughly proven inspectors and engineers. Each and every member of our staff is well versed in Erosion and Sediment control inspection and procedures as directed by DPOR, International Building Codes (IBC), and American Society for Testing and Materials (ASTM) regulations as well as certified and licensed by the states and counties they plan to work in before they can begin receiving assignments. Our personnel are prepared to offer expertise advice, estimates and recommendations to our clients.



**EROSION AND SEDIMENT CONTROL INSPECTIONS  
TOWN OF HAYMARKET, VIRGINIA**

**SCOPE OF SERVICE**

October 12, 2012

- I. **Perform a Secondary Plan Review for the Town of Haymarket**
  - a. SCE currently employs multiple individuals that are qualified and certified to perform Erosion and Sediment control plan review;
  - b. Qualified to perform a quality control or secondary review of plans for the Town of Haymarket for insurance of accuracy;
  - c. Plan review will include:
    - i. Review and inspection of all plans requested by the Town of Haymarket for a quality control procedures per the Virginia Erosion and Sediment control procedures
    - ii. Perform all storm water runoff calculations required for a accurate plan review;
    - iii. Provide the Town of Haymarket with plan review comments within a maximum of 5 days of receipt;
- II. **Conduct Erosion and Sediment Control Inspections:**
  - a. Attend or Conduct pre-construction meetings as requested by SCE, the Town of Haymarket, or by the Land Disturber;
  - b. Review approved plans and specifications, onsite, as per Town of Haymarket's approval;
  - c. Perform Erosion and Sediment control inspections as required by the Virginia Erosion and Sediment control and the Town of Haymarket's regulations;
  - d. Directly work hand and hand with the land disturbers to insure that the Erosion and Sediment control is being installed per the approved plans and per Virginia Erosion and Sediment control requirements;
    - i. Inspectors will cooperatively work with land disturber and verbally address and require field revisions necessary to satisfy the Virginia Erosion and Sediment control requirements;
    - ii. If field revisions are required, provide a written documentation stating the reasons for the field revision and a detailed explanation of the revisions;
    - iii. Provide a copy of the documentation to the Town of Haymarket plan review authority and the land disturber;
  - e. Perform random quality control inspections throughout the land development procedures to insure that the required Erosion and Sediment control requirements are being maintained;
  - f. Investigate and mediate all Erosion and Sediment control complaints or concerns addressed
  - g. Accompany the Town of Haymarket for Erosion and Sediment control inspections or violations when requested

**EROSION AND SEDIMENT CONTROL INSPECTIONS  
TOWN OF HAYMARKET, VIRGINIA**

**SCOPE OF SERVICE**

October 12, 2012

**III. Provide the Necessary Reports and Updates to the Town of Haymarket**

- a. Each inspection report and results will be delivered to the Town of Haymarket on every Friday of the week
- b. All complaints or immediate problems will be relayed to the Town of Haymarket immediately
  - i. Perform inspection of immediate problems and draft report including detailed explanations and recommendations to be provided to the Town of Haymarket immediately.
- c. Conduct monthly meetings with the Town of Haymarket for updates and information of Erosion and Sediments control inspections

**EROSION AND SEDIMENT CONTROL INSPECTIONS  
TOWN OF HAYMARKET, VIRGINIA**

**FEE SCHEDULE**

October 12, 2012

**Erosion and Sediment Control Inspections (Unit Rates)**

<u>Erosion and Sediment Control Inspections (maximum of 1 hour/inspection)</u>	<u>\$90.00/inspection</u>
<u>Erosion and Sediment Control Inspector</u>	<u>\$90.00/hour</u>
<u>Erosion and Sediment Control Plan Review</u>	<u>\$80.00/hour</u>
<u>Principle</u>	<u>\$200.00/hour</u>
<u>Professional Engineer</u>	<u>\$145.00/hour</u>
<u>Technical Typist</u>	<u>\$30.00/hour</u>
<u>Mileage</u>	<u>\$0.70/mile</u>

## EROSION AND SEDIMENT CONTROL INSPECTIONS TOWN OF HAYMARKET, VIRGINIA

### Town of Haymarket's Responsibilities

October 12, 2012

- IV. The Town of Haymarket Agrees to**
- a. Perform the initial Erosion and Sediment control plan review
  - b. Is responsible for collecting all fees
  - c. Is responsible for issuing all permits
  - d. Responsible for issuing all enforcement actions
    - i. Stop work orders
    - ii. Notice of non-compliance
    - iii. Etc.
- V. Scope of Service (Exhibit A) Notes**
- a. Soil Consultants will not be responsible for:
    - i. Layout of site facilities(utilities, manholes, sidewalk, etc.) or building structures( footings, walls, slabs, etc.), including vertical or horizontal placement
    - ii. Placement Quantities, such as concrete, reinforcement materials, and soil backfill
    - iii. Job site safety
    - iv. Quality of site soil or imported material left for backfill against below grade walls
    - v. Any deviations/changes to approved plans or specifications without written notifications and acknowledgement.
    - vi. Damage caused to subsurface structures by the use of our probes or testing equipment
    - vii. Location or accuracy of stakes as set by civil engineers, or other surveying groups
  - b. Acceptance of all Technical Articles contained in the Soil Consultants' Agreement for Technical Services shall be considered in full force and effect upon commencement of any portion of work conducted by Soil Consultants or its subcontractors, if scheduled by client or client's representative, regardless of any other articles or documents executed
  - c. SCE will not be responsible for the accuracy of those staked locations or the final compacted fill location or elevation.
- VI. Fee Schedule (Exhibit B) Notes:**
- a. Charges are for all time spent relevant to the project including phone calls, meetings, site visits, reports, and travel time (portal to portal), etc.
  - b. Mileage charges are 0.70/mile for travel to and from the project. A per trip charge may be negotiated in lieu of mileage.
  - c. Professional Engineer Time shall be invoiced in one-hour increments.

**EROSION AND SEDIMENT CONTROL INSPECTIONS  
TOWN OF HAYMARKET, VIRGINIA**

**Town of Haymarket's Responsibilities  
October 12, 2012**

- d. A business week is defined as Saturday through Friday. Overtime will be charged for each hour over 8 in a day or 40 hours worked in a week @ 1.5 times the quoted rate. Sundays and Holidays will be charged @ 2 times the quoted rate.
- e. Items inspected and/or tested and found to be in noncompliance with the approved project documents shall be reinspected/retested at the above listed rates.
- f. Equipment rental, such as the rental of generators and drills required to complete the scope of work shall be invoiced at cost divided by .80.





October 7, 2012

Jennifer Preli  
 15000 Washington Street  
 Suite 100  
 Haymarket, Virginia 20168  
 Email: Jennifer Preli [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org)

Proposal Signature Block	
Name/Title	Date

**Re: Proposal for VSMP Enforcement Inspections  
 Town of Haymarket, Virginia**

Dear Ms. Preli:

Angler Environmental (Angler) is pleased to submit this proposal to provide you with 3<sup>rd</sup> party enforcement inspections on behalf of the Town of Haymarket, and in compliance with the Virginia Stormwater Management Program (VSMP). The following sections are presented in greater detail herein:

**Table of Contents:**

**Scope of Work**..... 1

**1.) VSMP Enforcement Inspection and Report** ..... 1

**2.) Additional Coordination**..... 2

**Price Summary and Change Orders** ..... 2

**Assumptions and Exclusions**..... 2

**Schedule**..... 3

**Invoicing and Payments**..... 3

**Rights and Benefits** ..... 3

**Cancellation**..... 3

**Confirmation of Ownership & Right of Access**..... 3

**Signature Block and Acceptance** ..... 4

**Attachment A: Billing Rate Sheet** ..... 5

**Attachment B: Certificate of Liability Insurance**..... 6

**Scope of Work**

Specifically, we are proposing to inspect active construction sites on behalf of the Town of Haymarket, in conformance with the VSMP and / or the Virginia Erosion and Sediment Control Law and Regulation (VESCL&R).

**1.) VSMP Enforcement Inspection and Report**

Angler will conduct ongoing site inspections on behalf of the Town of Haymarket to ensure that the Town acts in accordance with all VSMP or VESCL&R requirements for enforcement of applicable regulations for active construction projects regulated under the VSMP (disturbance

Attachment: Angler Proposal - E&S and VSMP Inspection Services (1265 : Erosion & Sediment Control Inspection Services)

area  $\geq$  1.0 acre) and / or VESCL&R (disturbance area  $\geq$  10,000 square feet). Presently, Angler understands the Town's VSMP enforcement program consists of an inspection frequency of every 14 days and within 48 hours of a rain event. Angler generally uses an amount of 0.5 inch to trigger a rain event inspection.

Angler will generate a written report of our findings in accordance with the Town's requirements and email to any / all pertinent recipients.

Angler reserves the right to alter our inspection price based on significant changes to site complexity and / or activity.

**Per Inspection Fee: \$95.00**

## 2.) Additional Coordination

At the request of the Town, Angler will complete any / all tasks outside of the scope of the above enforcement inspections (completing Notices to Comply, other correspondence on behalf of the Town, etc.). This task would also include meetings with the Town or with other parties on the Town's behalf.

**Time and Materials: (See Rate Sheet)**

### Price Summary and Change Orders

Task #1 above will be charged on a fixed fee basis, which includes all labor and expected non-labor charges (mileage, equipment, map/plan plots, copies, etc.). Task #2 will be billed at an hourly rate according to the attached rate sheet in Attachment A. The price summary included in this proposal shall remain valid for 60 days.

The price for this task includes up to two (2) client copies of all reports, maps, plans, etc. produced by Angler under this proposal. Additional copies requested by the client will be billed according to the attached rate sheet. All other unanticipated non-labor charges will be billed to the client plus a 15% mark-up.

Regarding the above Proposed Scope of Work, if the anticipated time for rendering these services is exceeded (through no fault of Angler), or if significant changes are requested by you or your authorized representative (project manager, etc.), then an equitable adjustment in either the original time of performance or compensation, or both, or a revision to include supplemental service(s) where applicable will be required. In either case, the Scope of Work and associated costs will be revised in a manner mutually agreeable between the Client and Angler. Any such change will be documented in a budget update letter that, when signed by you, will become a part of this contract. Should the Client and Angler be unable to agree on revisions to the Scope of Work and associated costs, Angler shall have the right to terminate this contract as outlined in the below Cancellation provision.

### Assumptions and Exclusions

The scope of work included in this proposal is limited to that which is specifically included in the listed task descriptions. No other work is implied and any work not specifically described in the scope of work herein is excluded.

The prices stated above assume that a suitable basemap will be provided to Angler, in digital format, at no charge.

**Schedule**

Pending the signature and receipt of this proposal, Angler will initiate the above tasks immediately. This schedule is subject to limitations such as weather, information acquisition, communications and other factors outside of Angler's control. Both parties also recognize that this schedule is subject to factors that may be unknown at the time of this contract.

**Invoicing and Payments**

Invoices for services rendered are submitted monthly and payment is due upon receipt. Please provide the appropriate Accounts Payable contact and address information to which invoices should be forwarded:

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fixed fee tasks will be invoiced on a percent-complete basis based on Angler's estimate of the project task at the time of billing, plus actual reimbursable expenses. Time and materials tasks will be invoiced according to actual labor and reimbursable expenses based on Angler's assessment of the project task at the time of billing. Balances not paid within 30 days of the invoice date are subject to a late fee of 1.5% per month or 18% annually. The client agrees to pay for any costs of collection including, but not limited to, lien costs, court costs or attorneys' fees involved in, or arising from, collecting any unpaid or past due balances.

**Rights and Benefits**

Nothing under this proposal shall be construed to give any rights or benefits in this proposal to anyone other than the Client and Angler, and all duties and responsibilities pursuant to this proposal will be for the sole and exclusive benefit of the Client and Angler and not for the benefit of any other party. All reports, field notes, drawings, and any other documents, data or information prepared by Angler in conjunction with the services provided under this proposal shall remain the sole property of Angler.

**Cancellation**

Angler's obligation to render services under this proposal will extend for a period which may reasonably be required for the services to be provided, including extra work and required extensions. Should Angler and the Client be unable to agree on modifications to the Scope of Services and/or associated costs, Angler shall have the right to terminate this proposal upon seven days' written notice to the Client. The Client may terminate this contract for any reason upon 30 days' written notice to Angler. All disputes, controversies, or claims arising out of, or relating to, this contract shall be submitted binding arbitration in accordance with the applicable rules of the American Arbitration Association then in effect.

**Confirmation of Ownership & Right of Access**

The Client, by entering this contract, confirms that the property (or properties) that are the subject of this contract is (are) owned by the Client or the Client has ownership representation. Angler will not be held liable for any losses or damages resulting from the Client's failure to

Attachment: Angler Proposal - E&S and VSMP Inspection Services (1265 : Erosion & Sediment Control Inspection Services)

Jennifer Preli, Town of Haymarket  
Various Construction Projects, Town of Haymarket  
Proposal for Stormwater Compliance Services

October 7, 2012  
Page 4 of 6

provide or secure for Angler, as appropriate, reasonable access to the Property and/or information as required by Angler to meet its performance obligations under this contract.

**Signature Block and Acceptance**

If this proposal meets your approval, please sign in the signature block provided on the first page, and return the original to serve as our contract. Angler Environmental appreciates the opportunity to provide assistance to you for this scope of work. Please call if you have any questions. Thank you.

Sincerely,



Jason Murnock, CPESC  
Stormwater Compliance Division Manager

**Attachment A: Billing Rate Sheet**

**Personnel**

Principal	\$175.00 / hr.
Senior Engineer	\$115.00 - \$145.00 / hr.
Staff Engineer	\$75.00 - \$115.00 / hr.
Senior Landscape Architect	\$95.00 - \$125.00 / hr.
Staff Landscape Architect	\$60.00 - \$95.00 / hr.
Senior Ecologist	\$85.00 - \$115.00 / hr.
Staff Ecologist	\$55.00 - \$85.00 / hr.
Senior Environmental Specialist	\$85.00 - \$115.00 / hr.
Staff Environmental Specialist	\$60.00 - \$85.00 / hr.
Senior GIS Specialist	\$95.00 - \$115.00 / hr.
GIS/CADD Technician	\$60.00 - \$85.00 / hr.
Field Technician	\$35.00 - \$60.00 / hr.
Administrative Support	\$35.00 - \$50.00 / hr.


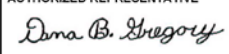
**Copies**

Report (Color, < 50 pages)	\$35.00 / ea.
Report (B&W, < 50 pages)	\$25.00 / ea.
Report (Color, > 50 pages)	\$65.00 / ea.
Report (B&W, > 50 pages)	\$55.00 / ea.
Plan Sheet (Color)	\$10.00 / ea.
Plan Sheet (B&W)	\$ 4.00 / ea.

Jennifer Preli, Town of Haymarket  
 Various Construction Projects, Town of Haymarket  
 Proposal for Stormwater Compliance Services

October 7, 2012  
 Page 6 of 6

**Attachment B: Certificate of Liability Insurance**

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 6/6/2012		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
<b>PRODUCER</b> Rutherford 1001 Haxall Point, Suite 800 Richmond VA 23219		<b>CONTACT NAME:</b> Richmond Certificates <b>PHONE (A/C, No, Ext):</b> 804-780-0611 <b>FAX (A/C, No):</b> 804-788-8944 <b>E-MAIL ADDRESS:</b> certificates@rutherford.com				
<b>INSURED</b> HGS, LLC d/b/a Angler Environmental 12811 Randolph Ridge Lane Manassas VA 20109		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>		
		INSURER A :Chartis Specialty Insurance Company		26883		
		INSURER B :Hanover American Ins Co		36064		
		INSURER C :Citizens Insurance Company of Ameri		31534		
		INSURER D :				
		INSURER E :				
		INSURER F :Massachusetts Bay Insurance Company		22306		
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> 1011989376		<b>REVISION NUMBER:</b>		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Pollution GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC		PROP18634779	6/1/2012	6/1/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO/ AGG \$2,000,000 Deductible \$0
C B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ABR953313800 AZR954567100	6/1/2012 6/1/2012	6/1/2013 6/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		PROU18636923	6/1/2012	6/1/2013	EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000 \$
F	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WDR956375700	6/1/2012	6/1/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
F	Contractors Equipment ACV, Including Theft		RDR956244100	6/1/2012	6/1/2013	\$200,000 \$1,000 Leased/Rented/Brrd Deductibles
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
PROFESSIONAL & POLLUTION COVERAGE IS PART OF THE GENERAL LIABILITY POLICY AND IS INCLUDED IN THE EXCESS COVERAGE SHOWN ABOVE.						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b> 30 Days Except 10 Days Non-pay		
For Informational Purposes Only				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		
© 1988-2010 ACORD CORPORATION. All rights reserved.						
ACORD 25 (2010/05)		The ACORD name and logo are registered marks of ACORD				

Attachment: Angler Proposal - E&S and VSMP Inspection Services (1265 : Erosion & Sediment Control Inspection Services)





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TO: Town of Haymarket Town Council

SUBJECT: Quarterly Appropriations

DATE: 01/07/13

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It is requested that the Town Council appropriate the following amounts toward the FY 2013 Budget:

Events: \$1,875; Museum: \$1,715.71; Operating: \$77,820.80; Public Safety: \$24,448.50; Public Works: \$32,372.25; Staff Wages & Benefits: \$190,744.50; Town Owned Property: \$86,418.50

An additional appropriation in the amount of \$2,500 is requested for the services of Mr. Robert M. Dively



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TO: Town of Haymarket Town Council

SUBJECT: Police Report

DATE: 01/07/13

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Please find the Police Report attached.

**ATTACHMENTS:**

- 01-2013 Police Report (PDF)

### Town Police Statistics for September, October, & November 2012

Activity	September	October	November	Total
Mileage	4886	5513	3165	13564
Warning Tickets	32	25	15	72
Parking Tickets	32	4	16	52
Uniform Traffic Summons	167	96	90	353
Criminal Felony	0	9	6	15
Criminal Misdemeanor	15	5	3	23
Reports	16	28	9	53
Complaints	403	300	340	1043
Accidents	1	5	5	11
Hours Worked	1176	879	746	2801

### Criminal Stats for November 2012 Haymarket Police Department

- |                         |   |
|-------------------------|---|
| 1. Lost Child           | 1 |
| 2. Fraud                | 1 |
| 3. Alarm calls          | 1 |
| 4. B & E                | 1 |
| 5. Suspicious Person    | 3 |
| 6. Vehicle Crash        | 1 |
| 7. Assist PWC           | 2 |
| 8. Assist VSP           | 2 |
| 9. Drugs                | 1 |
| 10. Solicitors          | 1 |
| 11. Suspicious Vehicles | 3 |
| 12. Parking Issues      | 4 |



Attachment: 01-2013 Police Report (1256 : Police Report)



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TO: Town of Haymarket Town Council

SUBJECT: Museum Report

DATE: 01/07/13

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**ATTACHMENTS:**

- 01-2013 Museum Report (PDF)
- Photos of Hurricane Sandy Damage @ Museum (PDF)
- Attachment to report to town council condition of museum at acceptance (PDF)



## Report to the Haymarket Town Council on the Haymarket Museum

27 December, 2012

This report will deal solely with issues that must be addressed before any further plans can be entertained. The museum structure at 15025 Washington Street is suffering from damage, repairs to which must be made paramount.

The museum required certain repairs at the time of my hire, though sustained greater damage during Hurricane Sandy. Resultant electrical repair may be needed. Ringing of the schoolhouse bell should not be attempted until a full examination has taken place on the integrity of the mounting beam and the hardware. The ceiling fixtures in the 2<sup>nd</sup> floor stairway collected water during the hurricane (however, they were not functioning beforehand). Additionally, a hole cut into the exterior of the structure has allowed windblown water to enter in the general area of the alarm system control boxes. This may have contributed to prior long-term alarm issues. From the first floor to the belfry there appears to be wood rot (indicated by reddish streaking from dripping water), with suspected mold growth inside the walls (evidenced by odor). Wainscoting is buckled and split. Walls are cracked – horizontally and vertically.

Until these and other issues are addressed it is, in my opinion, unwise for development of the museum to proceed. The building is a potentially unhealthy environment, which could be made worse with the onset of warmer weather. It is my goal to make the museum into a safe and welcoming center of education for Haymarket's families and visitors. Presently this is impossible.

In the days prior to Hurricane Sandy's passing I encased the office equipment, photographs, books, and objects in plastic. They should not remain this way indefinitely. However, until the matter of building integrity and the internal environment are addressed it is recommended that they stay protected.

What I have listed herein should not be construed as all-inclusive, or as the official summation of a building inspector. These are strictly observations that appear to indicate the immediate need for qualified professional inspection and repair. Since the structure is on the National Register of Historic Places (a National Park Service designation) it should be receiving constant preventative and necessary maintenance. The Town's history and identity are rooted within these walls. The

museum reflects civic pride. It is the veritable symbol of the Town, in the hub of a downtown sector seeking revitalization.

Herein are illustrative photographs, a good number of which were previously submitted (via email) to the Town. In addition to pictures of damage there are several showing the state of the office and objects as they were inherited. Please know that no requisite cataloging of objects has even been undertaken. Items are not stored in proper means, nor was care taken to remove them from direct sunlight. The environment itself is substandard. Mold has been introduced through the old wooden furnishings and worsened by the immediate situation.

On the exterior of the property the ramp and the steps to the caboose present dangers ranging from minor to life threatening. Prior to Haymarket Day I had submitted photos and a written request to remove the stairs. This was not done. Instead a strip of police tape was installed to deter their use, which it did not. Adults climbed the steps themselves and parents allowed toddlers to duck under. Again I ask that these steps be removed post haste.

Information on the care and maintenance of historic properties can be found through various National Park Service Preservation Briefs and Tech Notes, as can information on federal preservation grants.

At this point the presentation of programming detail will be reserved for future meetings. Surely you will agree, this most pressing situation supersedes and effects all other planning.

Respectfully,  
FrannMarie Jacinto  
Director, Haymarket Museum



DAMAGE AS A RESULT OF HURRICANE SANDY



SECOND FLOOR STAIRWAY AREA

Attachment: Photos of Hurricane Sandy Damage @ Museum (1257 : Museum Report)

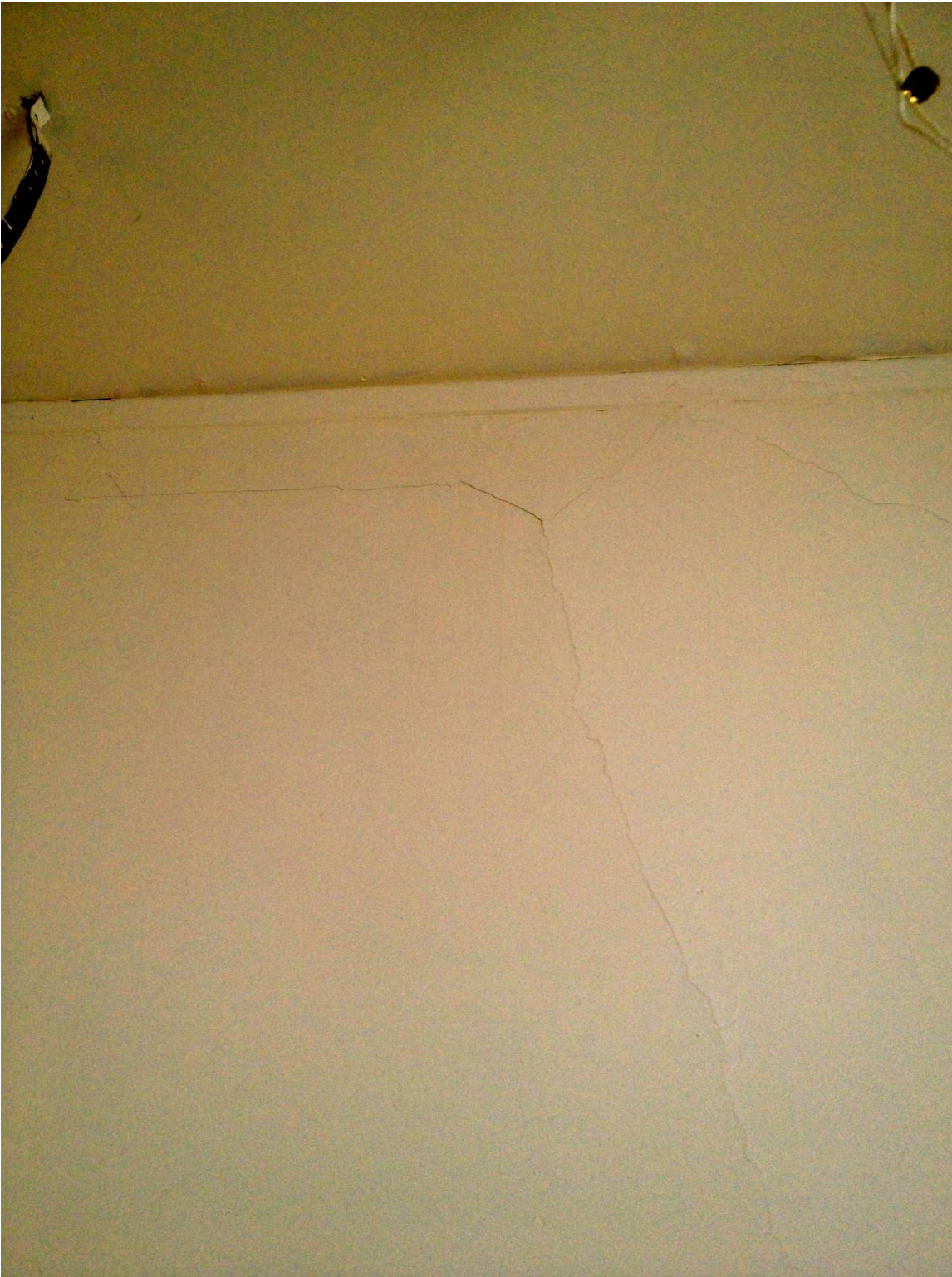


Attachment: Photos of Hurricane Sandy Damage @ Museum (1257 : Museum Report)





Water damaged, buckled and split wainscoting in electrical room.



Several of many cracks in wall of 2<sup>nd</sup> floor electrical room.





Rust colored drips suspected to indicate wood rot. Water saturated and split walls, warped ceiling strips, and collected in (non-functioning) ceiling fixtures.



1<sup>st</sup> floor entryway, water intrusion into light fixture, cracks, stairway above. Water stains rust-colored, suspected to be from wood rot.





1<sup>st</sup> floor entryway.



Example of many areas of buckled wainscoting on 1<sup>st</sup> floor. Water pooled in Venetian blind housing and poured down the walls.

Attachment: Photos of Hurricane Sandy Damage @ Museum (1257 : Museum Report)

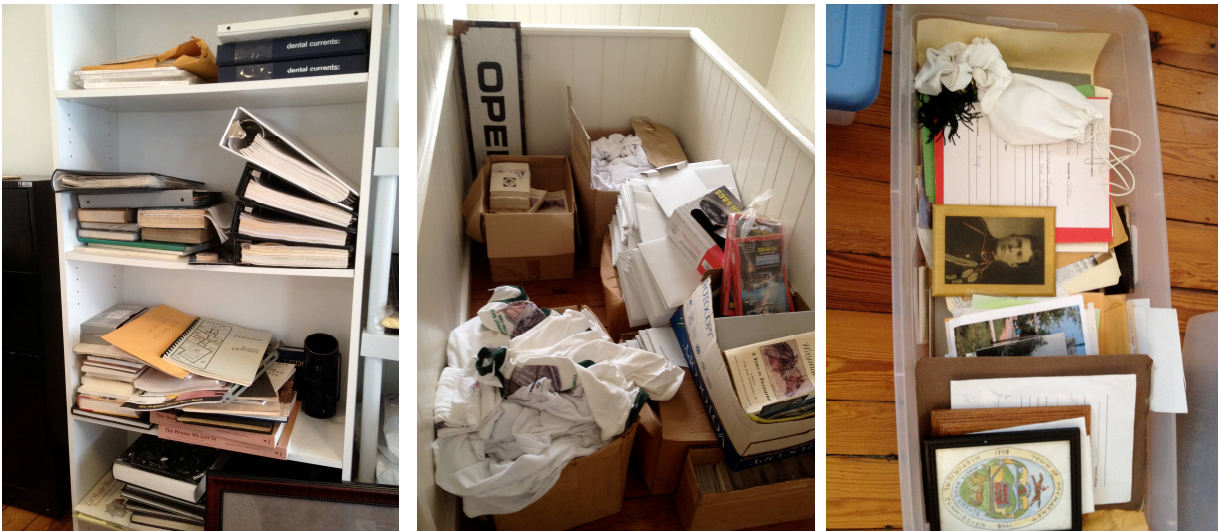




Flooring bubbled.



# MUSEUM CONDITION AT ACCEPTANCE OF DIRECTORSHIP



Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)



EXTERIOR



Exterior hole between power meter and location of 2<sup>nd</sup> floor alarm panels (interior).



Parking lot. Crack allows for ice, worsening of expansion, and eventual upheaval.

Attachment: Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)



Signage light severed (presently stored inside museum). Exposed wiring in pedestal of street light, near entrance steps.





Exposed rusty nails, splintering, vegetation growing over ramp.

Attachment: Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)





Rotted wood, exposed nails, uneven steps, loose cinder blocks used as supports, no anchoring.

Attachment: Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)





Missing step, no protection to prevent from severe injury between steps and steel.

Attachment: Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)





Attachment: Attachment to report to town council condition of museum at acceptance (1257 : Museum Report)



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TO: Town of Haymarket Town Council

SUBJECT: Treasurer's Report

DATE: 01/07/13

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**ATTACHMENTS:**

- Treasurers Report for 1-7-2013 TC Meeting (PDF)

**Treasurers  
Report  
1-7-2013  
TC Mtg**

<b>EXPENDITURES</b>	ADOPTED FISCAL YEAR 2013 BUDGET	AMENDED BUDGET THRU OCTOBER 2012	2ND QUARTER APPROPRIATIONS	2nd Qtr ACTUALS THROUGH 12/31/2012	Actuals Year to date
Capital Improvements & Repair	1,465,864	TCP 161,536		62,632.58	155,115.50
Council & Boards	34,000			6,315.00	12,240.00
Events	7,500		1,875.00	2,307.49	2,785.56
Museum	6,765		1,715.71	170.00	816.90
Operating Expenses	268,459		77,820.80	48,221.14	103,656.83
Public Safety	125,716		24,448.50	31,037.69	58,260.83
Public Works	129,489		32,372.25	26,162.72	60,901.85
Staff Wages & Benefits	777,978		190,744.50	220,405.98	394,915.69
Town Owned Property	345,674		86,418.50	28,447.97	147,012.68
General Reserves		236,384		8,043.75	14,443.75
<b>TOTAL EXPENSE</b>	<b>3,161,445</b>	397,920	415,395.26	433,744.32	950,149.59
Other Expense (SS Funding/SS Const/Approp Reserves)					161,866.77
<b>REVENUE</b>					
Development	1,235,562				171,213.95
Events/Other Town Activities	10,500				7,536.98
Operating	1,491,469				638,883.54
Public Safety	104,762				62,046.35
Tax Income/Individuals	319,152				41,859.89
Proffers		200,112			200,112.36
Prior Years/Town Surplus		197,808			
<b>TOTAL REVENUE</b>	<b>3,161,445</b>	397,920		<b>Total Revenue</b>	1,121,653.07
				<b>to date</b>	




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TO: Town of Haymarket Town Council  
 SUBJECT: Town Engineer's Report  
 DATE: 01/07/13

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### **Enhancement Project Update**

The Town Engineer has thoroughly reviewed the submitted bids against the engineer's estimate and carefully reviewed the engineer's estimate for mistakes. Since all of the bids are higher than anticipated, we are coordinating with VDOT to see if we can re-advertise the project to see if the bids will come in lower. However, since it is the end of the holiday season and permission to re-advertise has to go through VDOT in Richmond, it will probably be late January when we get VDOT's decision. If VDOT agrees, we will re-advertise immediately.

If Town Council wants more detailed information on the submitted bids and engineer's estimate, the Town Engineer can brief the Town Council in closed session.

### **Additional grant money for Enhancement Project**

On December 4, VDOT sent notification that the call for grant applications through the Transportation Alternatives Program is now open. The Transportation Alternatives Program was implemented in the new federal transportation legislation (MAP-21) and the focus of this grant is to provide assistance to projects that have already received Enhancement funding and need additional funding to complete the project. The due date for the grant applications is February 1, 2013 and the Town Engineer is working on the grant application.

Part of the grant application requests information on any money that the Town has available to complete the project and we will need to disclose the amount of \$X already available for the Enhancement Project. Using the bid amount of \$1,715,821.50 from the recent bid opening and accounting for any invoices that have not been submitted or paid for, this leaves a funding shortfall of \$X for the current phase of the Enhancement Project.

The grant application also allows us to include information on the funds needed for design and construction for the final phase along the Town owned (Harrover) property in addition to the shortfall of the current project. It is anticipated that these funds will be approximately \$X.

Therefore, the amount of money requested in the grant application will be \$X. However, the grant states that the time limit for spending the grant money is 3 years, so if we are given money to design and construct the final phase in front of the Town owned property, we will need to move forward quickly in order to meet this deadline.

### **Pedestrian Improvement Project (Connelly money)**

An evaluation matrix has been provided to all members of the shortlist selection committee. Committee members are in the process of evaluating the proposals and anticipate meeting in early January to decide on firms to invite to a shortlist interview, determine interview parameters and set interview dates/times.



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TO: Town of Haymarket Town Council  
SUBJECT: Closed Session  
DATE: 01/07/13

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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:

A1. 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. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. **Town Manager Position & Town Building Official**

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. **Leases with White Oak School & Daytime Playtime**

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. **Contracts with specific vendor(s).**





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TO: Town of Haymarket Town Council

SUBJECT: Certification of Closed Session

DATE: 01/07/13

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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.