



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ MINUTES ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 4, 2020

7:00 PM

Council Chambers

A Public Hearing/Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

I. Call To Order

In order to comply by the social distancing regulations set forth due to the COVID 19 pandemic, Councilman Robert Day and Town Treasurer Roberto Gonzalez attended the evenings meeting via Zoom from their respective homes.

1. Zoom Invite <https://us02web.zoom.us/j/81691981782>

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Pledge of Allegiance

Mayor Leake invited everyone to stand for the Pledge of Allegiance.

III. Invocation

Mayor Leake asked Councilman Morris to give the invocation for the evening's meeting.

IV. Public Hearing - FY2021 Budget

Prior to public comment, Business Manager Chris Coon gave the budget presentation that he also gave during the evening's Work Session.

1. Proposed FY21 Budget

V. Public Hearing Citizen's Time

At this time, Mayor Leake opened the floor for public comment on the public hearing.

Marchant Schneider, 14811 Rising Sun Lane and candidate for Town Council, suggested that the Town petition the local, state and federal legislators to get help for local businesses that is suffering with rent and utility expenses related to the COVID 19 pandemic. Mr. Schneider continued by suggesting that the Town Council look into rent relief for the tenants of the Town properties. Mr. Schneider stated that even though he attends Haymarket Church, which he attends, did not ask him to make that request.

Bob Weir, 6853 St. Paul Drive, stated that he would take a cautious view since no one knows what the numbers are going to be on the revenue side because of the pandemic. Mr. Weir recognized and complimented the Town Staff for their continuous review of the numbers to make the necessary changes for the next couple of months. Mr. Weir suggested that additional cuts should be made now in anticipation of the decrease in revenue sources for the coming year.

Dottie Leonard, 14801 Washington Street, stated that she trust the Town Council's judgment. She stated that she appreciates that the Town Council has looked at paying off the debt and reducing expenses. Ms. Leonard thanked for the hard work on the budget. She continued that she would like the Town Council work toward reducing the real estate tax but not eliminating it completely in order to secure the Town Charter.

VI. Close Public Hearing

With no further comment, Mayor Leake closed the budget public hearing.

VII. Open Regular Meeting

VIII. Citizen's Time

Marchant Schneider, 14811 Rising Sun Lane and candidate for Town Council, addressed the Town Council on the continuous assertions that certain candidates for Town Council questioned the need for the Police Department and the recent assertion of suggestions for the elimination of police department staff or town hall staff. Mr. Schneider stated that, for the record, he doesn't question the need for the police department or town hall staff and supports the police department and town staff. Mr. Schneider addressed a recent letter that suggested that he had an unethical relationship with a property owner and Van Metre, the company who would be developing the property. He stated that two months before the project was submitted he disclosed to the Town Attorney, Mayor Leake and the Town Planner of his relationship to Van Metre through his work in Loudoun County and that his property abutted the project. And that due to that relationship, he would limit his interaction with Van Metre, that recuse himself while serving on the ARB to any and all decisions made about Van Metre project and that he would disclose his relationship with Van Metre if he chose to speak publicly about the project. He stated that, for the record, he was not solicited to support nor did he offer support on the Smith Property/Van Metre project and that no exchange of land was offered or discussed. He stated also that he did not speak at any meeting or public hearing regarding the application or project matter.

Bob Weir, 6853 St. Paul Drive, complimented the Town Staff on the agenda for the evening's meeting and also for the budget presentation that was prepared and presented during both the Work Session and during the Public Hearing segment of the Regular Meeting. He also complimented the staff on the suggestion of additional meetings so that revisions can be made to the budget before July 1. He also complimented staff on the history of the real estates taxes in the past five years in detail. He continued to state that the staff realized that the tax refund was not sustainable for the Town. Lastly, Mr. Weir suggested that the Town Council be very conservative within the next couple of months due to the decrease in revenue sources from the COVID pandemic.

Dottie Leonard, on behalf of the Citizens for the Betterment and Harmony of Haymarket and Western Prince William County, addressed the subject of the speed bump on Jefferson Street. She stated that members of the organization wondered if the votes and opinions from a previous meeting was counted in with the votes at the meeting where there was a special citizens time for this subject. Ms. Leonard stated that she felt the citizens living on Fayette Street should not have so much weight because it doesn't adversely affect them. She stated that the organization is requesting that the speed hump not be so high when it is reinstalled. Ms. Leonard also addressed the letter that was sent out from the organization during the election campaign. Ms. Leonard stated that she apologizes if it was offensive but the group felt it needed to be brought to the citizens of Haymarket's attention.

At this time, Town Clerk Kim Henry read the following email from Bunny Barrett, Haymarket Town and Country Garden Club to the Town Council for the record.

Dear Mayor Leake,

As the end of our club year approaches, I wanted to write a note of appreciation to let you know how much Haymarket Town and Country Garden has enjoyed our association with you as mayor and the employees at Haymarket Town Hall. You have been open to us as a community service organization and have encouraged our participation in making Haymarket a wonderful small town to call home.

Under your leadership the town has been revitalized. Vacant buildings have been removed and new businesses are opening. We thank you so much for making us a part of the community and look forward to working together with you and for the town of Haymarket.

Sincerely,
Bunny Barrett, President
Haymarket Town and Country Garden Club

With no other citizens wishing to address the Town Council, Mayor Leake closed Citizens Time.

IX. Minute Approval

1. Mayor and Council - Regular Meeting - Apr 6, 2020 7:00 PM

Councilman Shannon moved to approved the minutes from the April 6th Regular Meeting. The motion was seconded by Councilman Leake. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

X. Agenda Items

Councilman Chris Morris stated that at the previous meeting he asked that the position of Business Manager/Town Manager be put on the agenda and it was not added. Mayor Leake stated that the item will be item #4.

1. BB&T Refund

Town Treasurer Roberto Gonzalez gave a brief report stating the BB&T made mistakes in filings for 2012, 2013 and 2014 which resulted in an overpayment to the Town of Haymarket for those years. Mr. Gonzalez stated that Business Manager spoke with the representative from the bank asking for an extension. Mr. Gonzalez stated that the representative granted the extension with no penalty or interest if payment in the amount of \$32,594 is made by June 30th. Mayor Leake stated that the Council would need to approve the advertisement of a public hearing.

Councilman Morris restated for the general public that this amount must be paid because its a refund that was overpaid to the Town of Haymarket and that the penalties and interest are waived if paid by June 30.

Mayor Leake asked staff the advertising guidelines to set the public hearing. Town Attorney Crim stated that action can be taken the same meeting as the public hearing. The staff suggested having the public hearing at the June 1st regular Town Council meeting. No further action was needed.

2. Real Estate Refund

Mayor Leake asked if the Town Council had any desire to move forward with the refund or would they like to take each month at a time. Councilman Leake stated that he felt the refund is doable but the Council could look at lower the rates even more instead of doing a refund. With no objection, the subject was tabled until the June meeting for further discussion.

3. Set Additional Meetings for May and June

Town Business Manager suggested that the Council consider setting the meetings after the 20th of each month once the meals tax come in. Mayor Leake stated that even though those numbers are important it may be more beneficial to set the meetings more frequently as other matters may come up that also affect the budget. Mayor Leake asked for Town Council input on the setting a schedule. Councilman Leake suggested that the Town Council establish meetings every 2 weeks after the Memorial Day holiday. The Town Council discussed the several dates. Because of the advertising requirements, the Town Council set May 26, June 8 and June 29 for additional meetings.

Councilman Morris moved to approve Resolution 2020-010 to set additional Town Council meetings for May 26, June 8 and June 29th at 7 p.m. The motion was seconded by Councilman Shannon. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

4. Roles of the Town Manager/Business Manager

Councilman Morris stated that he did not want to discuss the legality of the Mayor being the Town Manager because the attorney at the previous meeting stated that it was legal. Mr. Morris stated that he believes the Mayor invests more time than any other Council Member in the day to day operations of the Town and does not get compensated for that time. Mr. Morris stated that the reason he wanted this on the agenda was to start discussing whether there is a need now to have the Mayor as the acting Town Manager now that there is a competent Business Manager that can fill that role. And to put to rest the perception of having an elected official as the chief administrative officer. Mayor Leake gave a brief history on the subject of the Town Manager/Business Manager. Mayor Leake asked Town Attorney Crim for more interpretation of the roles. Mayor Leake stated that, in his opinion, the Town Manager position should soon be given to Mr. Coon. Mayor Leake asked the Town Council for their opinion on the making Mr. Coon the Town Manager. Most of the Town Council stated that they are prepared to make Mr. Coon the Town Manager. There was a suggestion to have an evaluation before promoting Mr. Coon to Town Manager. Town Attorney Crim stated that it would be wise to do an evaluation so that Mr. Coon knows where he stands and to set expectations and goals for the future. No further action was taken at this time.

XI. Department Reports

1. Town Administration Staff Reports

Before moving onto the Department Reports, the Town Council took a brief recess.

After the recess, Business Manager Chris Coon shared that the speed table on Jefferson Street should be reinstalled in June 2020. Mr. Coon also shared that the Jefferson Street pedestrian project would start later that week. Mayor Leake asked if there were any updates on logistics on traffic flow around the project and if the Town would need to give out any notices. Mr. Coon answered that VDOT was notified about the traffic flow and that the project manager and VDOT were in communication with one another. Mr. Coon also shared that as soon as the staff gets information, the push to text notifications will be utilized as well as facebook postings. Mayor Leake shared that the administrative offices have opened back up with a plexiglass covering at the service window. He also shared that a drop box had been added to the police department side for those wishing to have interactions with the Town Staff without having contact with them.

2. Chief of Police Staff Reports

Police Chief Lands asked for any questions on the stats for the month. Chief Lands shared that there has been no reduction in services or in response time during the pandemic. Chief Lands gave a brief update on the new officer to the department.

Councilman Morris asked for the department along with the Town Planner to follow up at construction sites to confirm that those directing traffic are properly trained and equipped with vests to ensure safety to not only the workers but to those in vehicles coming upon the site. A short discussion followed on the subject.

Councilman Leake and Mayor Leake complimented the Chief and the Police Department staff on a job well done.

3. Town Treasurer Report

Town Treasurer Roberto Gonzalez gave a few updates on BPOL and meals tax revenues for this fiscal budget year. Councilman Leake thanked Mr. Gonzalez for the updates and commended the staff and the Mayor for keeping track of the numbers to project a strong finish to this years fiscal budget.

4. Town Planner Report

Town Planner Emily Lockhart asked for any questions. Mayor Leake stated that it was exciting to see a new business come into the Town and close to opening. Ms. Lockhart stated that this business, Aroma II Tasting Room, would like to use a photograph of the museum for a label on one of their wines that would be specifically for Haymarket. Ms. Lockhart stated that the wine would be named 1862 which was the devastating fire of the Town and would like the Town Council's blessing. After a short discussion, the Town Council gave the blessing on the label. Ms. Lockhart shared the start date of the sidewalk project. She also shared that Van Metre will be submitting site plans sometime in June or July. Ms Lockhart gave Planning Commission and Architectural Review Board updates. A short discussion followed on the ARB By-Laws and Guidelines. The Town Council gave Ms. Lockhart direction to inform the ARB that it is imperative that they establish the By-Laws and Guidelines in a timely manner.

5. Town Engineer Report

There were a few questions on the Engineer's report.

XII. Councilmember Time

Before Councilmember time, Councilman Morris recognized the many things that the Town Attorney does without notice. Mr. Morris suggested that the Town Attorney give a brief monthly report on items that he working on. Town Attorney Crim stated he could give a brief report, however most of items that he works on is typically on the agenda. He stated that one thing that he worked on recently that was not on the agenda was the solid waste contract.

1. Steve Shannon

Councilmember Shannon stated that he appreciates the staff, Councilmembers Morris and Leake, and the Mayor on the amount of work they have done on the budget. Mr. Shannon also stated that he appreciates how well this Council works together. He thanked the staff for their hard work.

2. Connor Leake

Councilman Leake thanked the Town Staff for all their hard work during the pandemic. He stated that he appreciates the sacrifices that each employee has made to keep the day to day operations going. Councilman Leake also reminded the public of the upcoming elections.

3. Madhu Panthi

Councilman Panthi had no report at this time.

4. Susan Edwards

Vice Mayor Edwards did not submit any report for Councilmember Time in her absence.

5. Chris Morris

Councilman Morris shared that he and Councilman Leake worked the Town distributing lawn signs purchased by the Town for the area restaurants indicating that they were open. Mr. Morris also stated that he spoke with Haymarket Food Pantry and shared some information to the Council on their needs.

6. Robert Day

Councilman Day stated that he appreciates all the work the Mayor has done for the Town of Haymarket. He stated that he appreciates how Haymarket is thriving, how well the staff works together and how the Council supports the Mayor's efforts. Mr. Day stated that the accomplishments and the way the Town has grown is obvious because of David Leake serving as the Mayor of the Town. Lastly, Mr. Day stated that he holds everyone on the Town Council with the highest respect and is honored to work with everyone of them.

7. David Leake

Mayor Leake shared a most recent moment when the Blue Angels flew over Haymarket to honor the frontline workers at the hospital during this pandemic. Mr. Leake stated that as he was standing on top of the QBE building, with an American flag stretched out over the building and the fighter jets flew over, was a moment in history that he will never forget. Mayor Leake thanked all the council members for their time, service and encouragement. Mayor Leake also thanked the citizens of the Town for giving him the opportunity to serve them. Mr. Leake also thanked the staff and the Town Attorney for their service as well.

XIII. Closed Session- As Needed

1. Enter Into Closed Session

Councilman Morris moved to enter into a Closed Session pursuant to Virginia Code § 2.2-3711 (A)(1) for the purpose of discussion of the performance of specific public officers, specifically the Town Business Manager and members of the ARB. The motion was seconded by Councilman Shannon. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

2. Certification

Councilman Shannon moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilman Morris seconded the motion . The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon, Leake
ABSENT:	Susan Edwards

3. Appointment to the ARB

At this time, Mayor Leake informed the listening audience that the Town Council received an email this evening from Vice Mayor Edwards indicating her resignation from the Haymarket Town Council effective immediately. Town Attorney Crim stated that, with her resignation, the Town Council needed to appoint a liaison to the Architectural Review Board.

Councilman Morris moved to nominate Councilman Leake as the liaison the Architectural Review Board with the term ending June 30, 2020. Councilman Shannon seconded the motion. There were no other nominations brought forth. The motion carried by a roll call vote.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Chris Morris, Robert Day, Madhusudan Panthi, Steve Shannon
ABSTAIN:	Connor Leake
ABSENT:	Susan Edwards

4. Appointment of Vice Mayor

Mayor Leake also stated with Ms. Edwards resignation, the Town Council needed to appoint a new Vice Mayor.

Councilman Shannon moved to appoint Chris Morris as Vice Mayor for the remainder of this term ending June 30, 2020. Councilman Leake seconded the motion. There were no other nominations brought forth. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

5. Vacant Town Council Seat

There was a consensus of the Town Council to discuss filling the vacant seat at the June Town Council meeting. No further action was taken.

XIV. Adjournment

With no further business before the Town Council, Councilman Leake moved to adjourn with a second by Councilman Shannon. The motion carried.

1. Motion to Adjourn

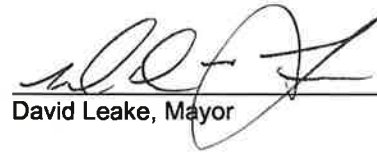
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

Submitted:

Approved:



Kimberly Henry, Clerk of the Council



David Leake, Mayor

