



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Kimberly Henry, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, April 19, 2022

7:00 PM

Council Chambers

A Work Session 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 Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Budget Work Session

1. Proposed FY2023 Budget

The purpose of this meeting was for the Town Council to go over line by line of the proposed FY23 budget with Town Treasurer Roberto Gonzalez. The Council started on the revenue side of the budget. Mr. Gonzalez shared that the proposed budget is based on the equalized real tax rate at .117 cents per \$100. He explained how the tax rate was determined. A discussion followed. Mr. Gonzalez went over the new line item for Transient and Occupancy Tax revenue. After a short discussion on the TOT, Mr. Gonzalez finished the local tax section of the budget. With no questions, he continued onto the permit application fees and fines section. Mr. Gonzalez provided information on the VML/VACO Investment line item. He explained that the bonds in this investment is not trending well and provided options to reinvest at another bank or reinvest in a less risky account with VML/VACO. A discussion followed and a direction was given to Mr. Gonzalez to look at different options for the bonds. Mr. Gonzalez continued on to the other revenue line items, including rental income, town events, revenues from the Commonwealth: the fire programs funds grant and the 599 Law Enforcement Grant, Communication tax, Railroad Rolling Stock and Personal Property tax reimbursement. There was a discussion on the DMV Select Commission line item and the future of the DMV Select Office. The Council directed staff to have this item on the work session agenda for further discussion and on May 2nd agenda for a decision on the future of the Select prior to advertising the budget for the public hearing. There was also a short discussion on the LOLE grant that the Police Department applied for and received. Lastly, Mr. Gonzalez explained the Reserve Funds line item which was used for ballistic vests for Prince William County Fire and Rescue and the carry over surplus which would be used to help fund the park sidewalk and Town Center project.

Town Treasurer Gonzalez proceed onto the expenditure side of the budget. He went over each line item. There was a short discussion on Town election expense. The Town Council asked for staff to follow up with Board of Elections to verify that the Town will not bear the expense of the election in November. In addition, there was a short discussion on the Town Administration line item, particularly the DMV Clerk Salaries and Wages and the proposed COLA raise for the employees. Mr. Gonzalez continued with the remainder of the line items on the administration section of the budget. There was a short discussion on the education and convention line item. The Town Council continued onto the legal services line item and the change in charges from the Town Attorney's firm that will take effect July 1. The Council discussed changing the agenda order so that the Town Attorney would not have to be at the entire meeting.

At this time, Chief Sibert presented the Police Department portion of the budget. Chief Sibert provided his budget in a book format that showed a snapshot with line item breakdowns. He continued onto the suggested salaries and wages for the department. Chief Sibert used pie charts to show where the line item is being spent with the COLA increase and a possible promotion and increase in salary of an officer. He continued with the Holiday pay and offered a different option on paying an officer who works the holiday. A discussion followed to include part

time officers as well and the line item that would reflect that pay. Chief Sibert proceeded to the legal services line item, IT services and meals and lodging line item. Chief Sibert explained the reasoning behind the increase in the vehicle fuel line item was due to increase in fuel prices. Chief Sibert stated that he has a five year plan for vehicle replacement that he has shared with the finance liaisons. He continued with his report on office supplies line item and equipment. The Council discussed the department's accreditation and what is needed.

Town Treasurer Roberto Gonzalez continued with the expenditure line items on the proposed budget. There was a discussion on the fire program funds grant, the Town's trash contract proposed increase due to the 4% annual increase in the contract and the new town homes being constructed within the fiscal year. He continued with the line items associated with town maintenance service by contracts. There was a brief discussion on the maintenance of the Town's light poles. Acting Town Manager Emily Kyriazi provided information on properly maintaining the poles. The discussion continued with Councilman Morris offering to meet with Mrs. Kyriazi and the maintenance employee to have a yearly plan established with a scope of work. A discussion continued on establishing and documenting a scheduled maintenance plan for all Town owned property. Councilman Morris asked for some time to gather the information and to bring a plan to the Council at a future meeting.

Mr. Gonzalez continued onto the economic development line item. He shared information on TOT expenditures through this line item. He continued on with the expenditures for Town park. Acting Town Manager Emily Kyriazi asked for an increase on the Town park building expenditures. She stated that the purpose is to get the building up to code in order to open it up to the public. She shared that the building is in need of some repairs in order to meet code. Mr. Gonzalez continued with the expenditures for the Town events, museum, Planning Commission expenditures, ARB expenditures, Board of Zoning Appeals expenditures, debt obligation line item, blight mitigation, and capital improvement funds. Discussion followed on the subject of the caboose.

III. Adjournment


With no further discussion before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

Submitted:

Approved:


Kimberly Henry, Clerk of the Council


Ken Luersen, Mayor