



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION

~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, October 30, 2023

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

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Remote, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present, Council Member Matthew Gallagher: Present.

## II. Pledge of Allegiance

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

## III. Swearing In Ceremony: Oath of Office - Matthew Gallagher

At this time, Circuit Court Clerk Jaqueline Smith gave the oath of office to Matthew Gallagher, the newest member of the Town Council. While Mr. Gallagher was signing his oath, Councilmember Schneider shared with the audience that Mr. Gallagher was being sworn in to replace a Councilmember who moved out of the Town of Haymarket requiring this Councilmember to resign. Mr. Schneider continued that the Town Council conducted an interview meeting with 4 qualified candidates and at their last meeting appointed Mr. Gallagher to the Town Council.

## IV. Agenda Items

### 1. October Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for questions on the monthly financial report. There was a short discussion on the engineering pass through fees and debt service. Mr. Gonzalez shared that when Council was working on this year's budget, there was some accounts set up as money markets such as the ARPA funds and others having no interest. He stated that the Town is starting to see substantial increases in their interest returns. He also shared that there is an escrow account that is a regular checking account. Mr. Gonzalez shared that the with all the projects going on with all the proffers coming in from Van Metre and Pulte, the Town has a substantial balance. Mr. Gonzalez asked the Town Council for permission to turn the general account from the proffers into a premium money market account with the bank to take advantage of the interest rates. He also asked permission to move funds in the general account that exceeds a certain balance in the operating account to the premium money market account. A discussion followed on the subject. Councilmember Pasanello shared that as a member of the Finance Liaison Committee, he would wanted this to come to the full body for approval but also he would like the Council to look at the Treasurers job description as he feels this should be part of his job to make these decisions without bringing to the Council so that he could take advantage of the opportunities sooner as long as the finance liaisons are aware of his actions. Mr. Gonzalez stated that he could make this part of his monthly report so that the Council could see the transfers. A discussion followed.

### 2. Mobile Food Establishment Ordinance

Town Treasurer Roberto Gonzalez lead the conversation on this subject. He stated that the Town currently does not have an ordinance that addresses food trucks or mobile food units. He stated that this partnership is one that someone would see at breweries. Mr. Gonzalez shared that the current ordinance the Town has refers to Itinerant Merchant annual fee of \$500. He provided a draft ordinance for Council to review that would address this. He stated that he is currently working with the Deputy Clerk to keep track and notify the breweries that have food trucks at their business for events and such are not in compliance with the Town ordinance and providing the steps required for the food truck to operate at the brewery. Mayor Luersen stated that since this ordinance was not part of the packet for review, he would like this to be part of a

deeper discussion once the Council has a chance to review the document. Discussion followed on the subject. Mr. Gonzalez stated that he is looking forward to any questions or suggestions from the Council. He also shared that the Council would need to hold a public hearing on this subject and that his goal would be to have this in place at the beginning of the next year.

**3. Budget Amendment: Resolution #2023-014**

Town Treasurer Roberto Gonzalez shared that the dealership the Town purchased the Police truck from had not received payment. He stated that upon further investigation, the check was stolen and was fraudulently cashed. Mr. Gonzalez also shared that this is an open case and a claim has been filed with VRSA but the dealership is in need of payment. Mr. Gonzalez stated that this budget amendment is for payment of the truck as it is in the Town's possession. A discussion followed on the subject. Mr. Gonzalez shared that the Town has not been the only locality falling victim to this. He also shared that he is looking at the Town's policy and procedure on payables. Discussion followed on various scenarios on changing the Town's payment policy.

**4. Military Banner Program**

Town Manager Emily Kyriazi shared some background on the military banner program. She stated that the program started years ago as an Eagle Scout project for families wanting to honor or memorialize their loved ones by purchasing a military banner. She stated that the Town would maintain the banner by putting them up and taking them down each year but has never developed a full maintenance program for the banners. She said what the Town did not foresee was the deteriorating condition of material when hung during the summer heat or storms which would damage the banner. Mrs. Kyriazi also stated that the Town does not have a designated budget to replace these banners. She shared that since these were purchased by family members, some feel strongly about the Town replacing them. She shared also that there are enough poles to expand the program but would like direction from the Council and establishing maintenance and who would be responsible for replacement of damaged banners. A discussion followed on replacement and maintenance of the banners. After the discussion, there was a consensus of the Town Council and Staff to revisit and work on this program at the first of the year in anticipation of offering it to the citizens around March 1 for a Memorial Day unveiling of new banners.

**5. Chesapeake Bay Preservation Act Updates - Request to Schedule a Public Hearing**

Town Planner Thomas Britt addressed the Town Council on the Chesapeake Bay Preservation Act updates that is required by the State Department of Environmental Quality. Mr. Britt gave a brief history on the CBPA and compliance with DEQ. He stated that these items have been reviewed by the Planning Commission with their recommendation to forward to the Town Council. A discussion followed on the various items submitted by Mr. Britt. After the discussion, Mr. Britt asked to proceed with a public notice for a public hearing at the Town Council December 4th Town Council meeting. With no objections, the Town Council gave directive for Mr. Britt to proceed with the public notice.

**6. Board of Zoning Appeals Vacancy**

With the appointment of Matthew Gallagher to the Town Council, Town Manager Emily Kyriazi shared that this now opens up a vacancy on the Board of Zoning Appeals. Mrs. Kyriazi stated that staff reached out to an applicant that was interested in the Town Council vacancy about the BZA vacancy. She stated that the individual has expressed an interest to serve. A discussion followed on the subject. The Town Council asked staff to advertise the position before proceeding with the recommendation to the Circuit Court.

**V. Adjournment**

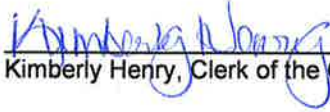
With no further business before the Town Council, Councilmember Ramirez moved to adjourn with a second by Vice Mayor Pater. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Ramirez, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Gallagher

Submitted:

Approved:

  
\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

  
\_\_\_\_\_  
Ken Luersen, Mayor

