



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 6, 2020

6:00 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 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

## I. Call To Order

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

## II. Pledge of Allegiance

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

## III. Organizational/Administrative Items

### A. Appointment of Vice Mayor

#### 1. Motion

**Councilman Bob Weir nominated Councilwoman TracyLynn Pater for Vice Mayor. Councilman Joe Pasanello seconded the nomination. Councilman Steve Shannon nominated Councilman Chris Morris for Vice Mayor. Councilman Joe Pasanello seconded the nomination.**

Mayor Luersen asked both nominees to state if they accepted the nominations and a chance to speak. Both nominees accepted the nominations. Ms. Pater shared that she was excited about the opportunity and to be a part of the team and being strong in the community. Councilman Morris shared that its a great opportunity to serve in that position to assist the Mayor and find it's a great privilege to serve in that capacity. A short discussion followed. Town Manager Chris Coon explained how the voting will go when they are two nominees.

**Councilwoman TracyLynn Pater won the nomination by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [3 TO 2]</b>
<b>AYES:</b>	Joe Pasanello, Bob Weir, TracyLynn Pater
<b>NAYS:</b>	Chris Morris, Steve Shannon
<b>ABSENT:</b>	Marchant Schneider

### B. Liaison Appointments

#### 1. Architectural Review Board

**Councilman Weir nominated Councilman Marchant Schneider as the liaison to the Architectural Review Board. The nomination was seconded by Councilman Pasanello.** There were no other nominations. Town Manager Coon informed the Town Council that Mr. Schneider resigned as a member of the ARB effective July 1, 2020. **Councilman Schneider was appointed as the liaison to the Architectural Review Board.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

#### 2. Finance Committee

Councilman Weir suggested that instead of having a finance committee that there would be 2 liaisons for the Treasurer. He stated that this would be beneficial if the Council adopts the spending policy where there would be 2 people for check and balances. He stated that the two liaisons would work on behalf of the Council to get answers for the Council and then the Council as a whole could work on budgetary items each month during the Work Session as the "Finance Committee." Councilman Pasanello agreed by stating that this would give every Council Member the opportunity to be involved with the financial discussions of the Town and thus be better informed. There was a short discussion on the subject.

**With no further discussion, Councilman Weir nominated Councilman Pasanello as a liaison to the Finance Committee. The nomination was seconded by Councilwoman Pater. Mayor Luersen asked for any nominations for the second liaison to the Finance Committee.**

**Councilman Pasanello nominated Councilman Weir as the second liaison to the Finance Committee. The nomination was seconded by Councilman Morris. To vote was for both nominations to be the liaisons to the Finance Committee. Councilman Shannon clarified his vote as a yes vote for Mr. Pasanello and a no vote for Mr. Weir.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Joe Pasanello, Bob Weir
<b>SECONDER:</b>	Chris Morris, TracyLynn Pater
<b>AYES:</b>	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
<b>NAYS:</b>	Steve Shannon
<b>ABSENT:</b>	Marchant Schneider

### 3. Police Department

**Councilman Weir nominated Councilman Morris as the Police Department liaison. The nomination was seconded by Councilman Pasanello. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Joe Pasanello, Steve Shannon, Bob Weir, TracyLynn Pater
<b>ABSTAIN:</b>	Chris Morris
<b>ABSENT:</b>	Marchant Schneider

### 4. Planning Commission Liaison Appointment

**Councilman Pasanello nominated Councilman Weir as the liaison to the Planning Commission. Councilman Morris seconded the nomination. There were no other nominations. Councilman Weir was appointed as the liaison to the Planning Commission by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [3 TO 1]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Chris Morris, Joe Pasanello, TracyLynn Pater
<b>NAYS:</b>	Steve Shannon
<b>ABSTAIN:</b>	Bob Weir
<b>ABSENT:</b>	Marchant Schneider

## C. Town Council Rules of Procedure Policy

Town Manager Chris Coon distributed the red line versions of the Rules and Procedures. Councilman Weir went over the red lines to be struck, edited or added to the policy. Town Manager Chris Coon questioned the deadline of the regular meeting agenda. There was discussion on the subject and an amendment was made to getting the regular meeting agenda out no later than Wednesday before the meeting.

### 1. Rules of Procedures

Councilman Weir moved to adopt the rules as amended. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**D. Readopting Existing Policies**

**E. Spending Policy/Payables, Receivables and Check Signing Policy**

Town Manager Chris Coon shared that the current spending policy was in the packet. He also shared that payables, receivable and check signing policies edits were already made where it indicates the Town Manager and a Town Council designee. He shared that a check will require 2 signatures if the invoice is over \$1000. A short discussion followed on the subject.

**1. Spending Policy**

**2. Motion to readopt the Spending Policy**

Councilman Weir moved to readopt the policy regarding the expenditure of Town funds currently listed as POL20140707. There was a discussion prior to the second on adding that there should be 3 bids on projects over \$10,000 with the exception that the Town Manager provide explanation when 3 bids were not available and awarding of the bid. At this time, Councilman Weir withdrew his motion.

Councilman Weir moved to adopt the amended spending policy. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**4. Motion to adopt Payables, Receivables, & Check Signing Policy**

Councilman Weir moved to adopt the Payables, Receivables and Check Signing Policy as amended. Councilman Morris seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**2. Town Council Designee**

**3. Motion to designate reviewers of the checks**

Councilman Pasanello nominated Councilman Weir and Vice Mayor as Town Council designee's to review checks. The nomination was seconded by Councilman Morris. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**4. Town Signer(S) with Bank**

**Councilman Weir nominated Councilman Pasanello and Mayor Luersen as authorized check signers with the Town. The nomination was seconded by Councilman Morris. The motion carried by a roll call vote.**

Town Manager Coon stated that this would also apply to updating the signature cards at the bank.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**F. Contact Attorney Policy**

There was a discussion about when any member of Council would need to talk with the Town Attorney. Councilman Weir suggested that since the Town Manager has a weekly appointed conference call with the Town Attorney, any member of Council that would questions answered would direct them to the Town Manager who would direct the question to the Attorney and then respond to the Council. Mr. Weir also suggested that Council could contact the Attorney if there is a question that needs an immediate answer. He stated based on the billing for the attorney, that policy may need to be re-addressed in the fall. A discussion followed.

**1. Motion - Attorney Contact Policy**

**With no further discussion, Councilman Weir moved to re-affirm the existing policy. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider

**G. Meeting Calendar**

Town Manager Chris Coon stated that staff will bring an updated meeting schedule to the August Work Session.

**1. Motion to add July work session**

**Councilman Weir moved to add a work session meeting on July 27, 2020 at 7 PM.**

**Councilman Pasanello seconded the motion. The motion carried.**

The Town Council took a quick recess before moving onto the Regular Meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Morris, Pasanello, Shannon, Weir, Pater
<b>ABSENT:</b>	Marchant Schneider