



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, February 27, 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: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Agenda Items

At this time, Mayor Luersen asked to add an agenda item. He stated that it was an endorsement letter and would like to add it to the top of the agenda. There was a consensus of the Town Council to have the item added.

1. Endorsement Letter

Mayor Luersen presented a request to sign letter of support for the UVA Community Health to apply for a federal grant to upgrade some of their mobile mammography units. There was a short discussion on the support letter stating that the Town and surrounding Haymarket residents would benefit from the upgrades and would support better health availability for the community. The Town Council gave the directive for the Mayor to sign the letter.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented a short report on the monthly financials. Mr. Gonzalez stated that he would be presenting a budget amendment request to address the DMV grant pay back at the next regular monthly meeting. He stated he would move the expense from the CIP funds. A discussion followed on the subject. There was also a short discussion on the start of the proffers of the townhomes at Crossroads Village Center. Mr. Gonzalez shared he would start tracking that and providing it with his Treasurer's Report for the regular monthly meeting agendas.

Mr. Gonzalez also shared that he will have a third quarter budget amendment in the future that will require a public hearing on the revenue side. He stated that the Town is spending within the budget and that because the budget was conservative on the revenue side, he will need to make some adjustments to the budget.

The Council also discussed the FY24 budget work session schedule. Mr. Gonzalez discussed the timing of the work sessions and the dates for the public hearings. A discussion followed on the suggestions of the draft budget.

3. DMV Grant Updates

Town Treasurer Gonzalez shared that the Town was contacted by the DMV Grant Manager regarding the future of participating in future grant options. Mr. Gonzalez stated that the Town is being re-considered for eligibility. He read into the record the email received by the DMV Grant Manager. The content of the email stated that the Town is currently suspended from participating due to findings in March 2021 based on the reporting files from the Police Department at that time. In order to be re-considered a number of requirements would need to be met. Those requirements include 1. reimbursement of funds to DMV, 2. introduce the current Town Manager and Police Chief to DMV and 3. adapt and implement a plan in writing to ensure proper over time policies and utilize for all grant activities. All activities must be properly documented, complete file documents must be obtained and the grant options must be offered to all eligible officers. Upon completion, DMV will re-evaluate the Town for eligibility. Mr. Gonzalez went on to state that he and Chief Sibert attended a mandatory administrative training

class. Chief Sibert shared that he met with the Grant Manager and provided information on the policy he prepared for review and the Haymarket policy manual so that the Police Department could start moving forward. After the visit and communication, Chief Sibert stated that he submitted the grant application before the deadline and is now waiting for the decision from DMV.

Discussion followed on the subject. Mr. Gonzalez shared that he would not be including this in the FY24 budget because the Town will not know if they are re-instated until August 2023. He stated that if the Police Department is re-instated he would do a second quarter budget amendment.

4. Town Hall Building Use Discussion

Town Manager Emily Kyriazi shared lately staff has been approached about non profit and other organizations wanting to use the Town Hall building for their meetings. She stated that the staff has opened up the building on a very limited basis. She stated that when the building has been used, there was a requirement that either a Council Member or staff member was present at all time. She shared that she would like Council to establish guidelines and procedures for the staff to follow when there's a request to use the building. After a discussion on the subject, Mrs. Kyriazi stated that she would draft guidelines for both the Town Hall building and the Museum and present at a future Work Session meeting.

5. Town Park Building Discussion

Town Treasurer Roberto Gonzalez presented a report from a local contractor that gave a brief summary of options on the Park building with estimated costs on each option based on the structural engineer's report of the building. Mr. Gonzalez asked that the Town Council review the summary for discussion at the next regular monthly meeting. A short discussion followed on the summary.

6. Planning Commission Resignation

Town Manager Emily Kyriazi read into the record the resignation of Robert "Bob" Chrisman from the Planning Commission. There was a short discussion on posting the vacancy on all media platforms.

7. Town Council Resignation and Vacancy

Mayor Luersen read into the record the resignation of Robert "Bob" Weir from the Town Council effective Monday, February 27, 2023. Mr. Weir won the Prince William County Board of Supervisor vacancy seat through a special election. There was a short discussion on the filling the vacancy and when the Town would hold their special election for the vacancy seat. Mayor Luersen also stated that there would be liaison appointments after the vacancy is filled.

8. Staffing Updates

Council Member Joe Pasanello asked to have this item added to the agenda so that staff could update the Town Council on staffing and plans going forward. Town Manager Emily Kyriazi shared that there were currently 2 positions that would need to be filled: the FT office assistant position and the PT event coordinator position. She shared that the office assistant job was posted on several media platforms to include Indeed and the VML job listings along with a Facebook posting. She explained that she altered the job description and that the posting is for an administrative assistant/deputy clerk position. She also explained that the job description was altered some with clear definition of expectations for the farmer's market and the Town events. She stated that this position would be posted the next day. A short discussion followed on salaries. There was also a discussion on the date of Haymarket Day and special event Farmer's Market dates.

Vice Mayor Pater gave a brief update on the next Business Roundtable date for March. She shared that Skipper films will be attending to record 30 second slots for businesses to pitch their business for Skipper films to put together a short video to post on social media.

IV. Adjournment

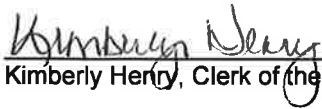
With no further business before the Town Council, Vice Mayor Pater moved to adjourn with a second by Council Member Ramirez. The motion carried.

1. Motion to Adjourn

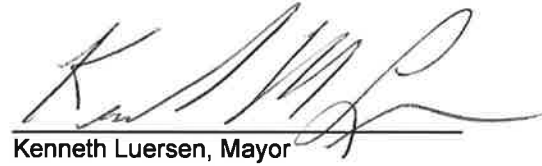
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Pater, Ramirez, Leake

Submitted:

Approved:



Kimberly Herry, Clerk of the Council



Kenneth Luersen, Mayor

