



# TOWN COUNCIL – REGULAR MEETING

Monday, July 07, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

---

## DRAFT MINUTES

---

### I. CALL TO ORDER

A Regular Monthly Meeting of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 PM.

Mayor TracyLynn Pater called the meeting to order.

#### PRESENT

Mayor TracyLynn Pater  
Vice Mayor Matthew Gallagher  
Councilmember Justin Baker  
Councilmember Ken Luersen  
Councilmember Joe Pasanello  
Councilmember Mary Ramirez

#### ABSENT

Councilmember Alexander Beyene

### II. PLEDGE OF ALLEGIANCE

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

### III. INVOCATION: Haymarket Chief of Police Al Sibert

Mayor Pater invited Chief of Police Al Sibert to the podium to give the evening's invocation.

### IV. CITIZENS TIME

There was not anyone present at this evening's meeting wishing to address the Council during Citizens Time.

### V. CONSENT AGENDA

Mayor Pater asked for any pulled items from the Consent Agenda. There was a request to pull the Chief of Police Report and the Town Administration Report.

**Councilmember Pasanello moved that the Haymarket Town Council to adopt Consent Agenda Items A: 1-2. B:2,4,5 and C:1-5. Councilmember Ramirez seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.  
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,  
Councilmember Pasanello, Councilmember Ramirez|  
Absent: Councilmember Beyene**

After the pulled items were discussed, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items B:1,3. Councilmember Luersen seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.  
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,  
Councilmember Pasanello, Councilmember Ramirez  
Absent: Councilmember Beyene**

**A. Minute Approval**

1. Mayor and Council – Work Session: May 27, 2025
2. Mayor and Council – Regular Meeting: June 2, 2025

**B. Department Reports**

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

**Police Chief Report**

Councilmember Ramirez stated that she appreciates the graphs that the Chief provides in his report. She stated that she would like to bring attention to a couple of the graphs. She noticed that the dispatched calls for service has gone up and the overall combined calls for service are up for 2025. She also pointed out that the officer initiated calls for service has increased as well. She asked the Chief what kind of calls he has seen this year compared to previous years. Chief Sibert shared that it's not necessarily a larger call volume but the complexity of the call. He shared the involvement and the time to answer the call and then the follow up has expanded on the officers. He also shared that the officers are doing what they need to do to stay up to date with the appropriate tools and training in order to be prepared for those calls for service. He shared that adding the two extra positions last year was a proactive move to stay on top of the demand. Councilmember Ramirez also asked about the graph showing the grant money used by quarter. She asked if the reason the grant money used is down is because of the increase calls for service. Chief Sibert stated that it is part of reason. He shared that the report is behind because the current quarter ended after the report was generated. He also shared that looking at the preliminary numbers for this quarter, the numbers are still down.

Councilmember Ramirez thanked the Chief for all the hard work that the officers do and the report showing the increased in traffic volume. She stated that the department is essential to the safety of everyone in the Town. She continued to state that the Council should consider adding more officers to the force in the next budget season.

Councilmember Pasanello asked for the Chief to share about the two interns he has on staff for the summer. Chief Sibert shared that one is currently in college and the other will be starting college in the fall. He shared that the college intern has been helping out with the planning of National Night Out and other community events. He shared that the other intern gives hours when she can. He shared that the interns have been able to do ride a-longs, attend court proceedings and will be showing them some crime scene evidence collections mock ups. Councilmember Pasanello credited and thanked Officer Anderson for the quick action of an accident in front of Town Hall on the Town's Government Open House Day. Chief Sibert thanked the staff and Vice Mayor for their quick action as well to deescalate the situation. Councilmember Pasanello also asked about the Click it or Ticket campaign. Chief Sibert shared that it is part of the DMV grant that the department participates in and gave information on the type of data he submits. Lastly, Mr. Pasanello asked if there was anything that took effect on July 1 from the State that would impact the Town or the department.

Chief Sibert responded by stating that the seat belt law encompasses everyone in the vehicle now not just the driver was the biggest legislative bill that took effect. He also stated that a bill passed giving Towns the authority on bicycles and skateboards on sidewalks. He stated that Towns can decide if they want to allow them on sidewalks.

### **Town Administration Report**

Vice Mayor Gallagher thanked Town Manager Emily Kyriazi for the follow up from last weeks work session where it was shared that a resident was turned away at the County landfill and for providing updated information. Mr Gallagher asked for clarification that those living outside the Town limits have a landfill fee imposed in their real estate taxes that the Town residents do not have. Mrs. Kyriazi shared that she is still following up on the fees with the County.

Councilmember Baker asked for updates on the Town sidewalk project. Mrs. Kyriazi stated that the project is with the land use permit manager and also waiting on a follow up from the Engineering Group who need to give a final punch list to assure the project has been completed and all the steps have been followed. She shared they are waiting to get the deed and plat recorded and that VDOT has to sign off on it. There was also a question on the Erosion and Sediment (E&S) report on the grass growth at the Town park where the house used to sit. Mrs. Kyriazi shared that the grass growth needs to be inspected regularly according to E&S standards.

Councilmember Luersen circled back around to the topic of the landfill fees and schedule. He asked that staff post the schedule and appropriate fees for In Town residents be posted on the Town's website. Mrs. Kyriazi affirmed that once she receives all the information, she will have it posted on the website.

Councilmember Luersen asked for any updates on the Stormwater Management meeting that she recently had. Mrs. Kyriazi stated that she met with JMT, the consultant, and Prince William County representative David Maxwell for a kick off meeting on the stormwater management grant. She shared that they went over the three focus areas. One of the areas is behind Haymarket Baptist that was once a concern but seems like it has been since resolved. Mrs. Kyriazi shared that she will be meeting with the Town's Engineer to discuss the subject further. Mrs. Kyriazi provided a scope of work and general timeline. Councilmember Luersen also asked for status updates on the Museum building and the Haymarket Realty building. Mrs. Kyriazi shared there was a faulty thermostat in the museum and has since been replaced and everything there is working as it should. She also shared that the air conditioning unit at the Haymarket Realty building needs to be replaced. She shared, however, that the contractor is back logged and cannot replace the unit until August. She stated that staff bought a window unit for the building so that it can be utilized by the tenant. She stated that she will be talking to the finance liaisons about a rent abatement and a final price on the unit and narrowing a timeline for the work to start.

Councilmember Pasanello asked Mrs. Kyriazi to share about the subject of condition inventory. Mrs. Kyriazi shared that when these issues came to their attention, the staff discussed with the finance liaisons about the cycle of heat related issues on the buildings that have come up. She stated that a conversation continued on the overall structure of Town owned buildings. She shared that the Town does not have anything done by a structural engineer to give a status on the buildings. She continued to share that the topic was discussed with the finance liaisons to hire a structural engineer. She stated that she met with the contractor and he gave some recommendations and has a point of contact for a structural engineer. A discussion followed on the subject about engaging interns from Virginia Tech to help establish an asset inventory.

Councilmember Pasanello asked about the planning meeting for the fall Youth in Government program. Councilmember Ramirez shared the date and time of the meeting. A short discussion followed on the involvement of the high school government teachers. Councilmember Pasanello asked about the zoning and planning section of the report. He asked for any concepts on active projects that can be shared. Mrs. Kyriazi suggested that at the next Work Session, she would provide a presentation on active related zoning and planning projects.

Lastly, Town Manager Kyriazi shared information on the Mayor's Message that is being released on social media. Mrs. Kyriazi shared that filming is taking place at area businesses.

### **C. Liaison Reports**

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

## **VI. AGENDA ITEMS**

1. Planning Commission Re-Appointment

**Councilmember Baker moved to re-appoint Jerome Gonzalez to the Haymarket Planning Commission with a term beginning July 1, 2025 through June 30, 2029. Vice Mayor Gallagher seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Baker, Seconded by Vice Mayor Gallagher.  
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,  
Councilmember Pasanello, Councilmember Ramirez  
Absent: Councilmember Beyene**

2. Planning Commission Appointment

Town Clerk Kim Henry introduced Sreeja Nair, Caboose Trail, to the Town Council. Ms. Henry shared that Mrs. Nair is interested in filling the Planning Commission vacancy seat. The Town Council asked Mrs. Nair questions regarding her experience and interests. Mrs. Nair shared that her family moved to Haymarket in March and has a desire to be involved in the community that she is living in.

After the short interview, the Town Council decided to defer the decision until the July 28th Work Session so that they can have time to review notes from both applicant interviews.

3. Town Park RFP Design

Town Manager Emily Kyriazi led the discussion on the draft RFP for the pavilion at the Town Park. She started with a memo that she prepared with an updated scope of work. She stated that she would like Council to discuss the scope of work that she drafted. She also provided scenarios. First was to post the design RFP to completion before continuing with the engineering RFP. She stated that her concern with this scenario would be that would slow the process down. The other scenario would be for her to prepare a second RFP for engineering services which would reaffirm the master plan from 2015 or elements of it. A site plan which would be done through a preliminary plan. Then the final site plan which would give the engineering that is needed to go out and get bids for construction while working at the same time on the design RFP. She stated that this could be a collaborative effort between the Town and the two companies. She also stated that they could get the public input through each step of the process.

She continued with the square footage of the building and provided examples. She stated that the old house was approximately 1800 square feet and that a pavilion that size could hold up to 175 people. The Town Council discussed the examples of the square footage of the pavilion and the number of restrooms needed. Mrs. Kyriazi suggested that the language state up to 3 restroom facilities since there are other plans for the park that could require more facilities. There was also a concern about parking if the pavilion was built to the same squared footage of the house. Mrs. Kyriazi continued to state that it would need to be analyzed in comparison to the

zoning ordinance and going off of the parking requirements that the Town currently has. She shared that this would all come up in the engineering phase so that there would be plans on the minimum and also on how popular it could be. She looked for a directive from Council on the scope of work and preferred scenario. A discussion continued on the size of the pavilion and the intended use. A question was raised if the restroom facility is included in the square footage of the pavilion. Mrs. Kyriazi shared that the restroom facility would be a separate building with its own square footage on the property. There was also a short discussion on the water and electric service for both the pavilion and restrooms. Mrs. Kyriazi shared that there could be water and electric services to both even if they are separate stand alone buildings. There was a discussion on operation and maintenance costs. There was a suggestion of designing the building based on future maintenance operating costs. The Council directed Mrs. Kyriazi to reach out to the County to see what the operational costs are for one of the facilities similar in size to the projected size of the pavilion, such as James Long Park. The Council also agreed that they would prefer the second scenario. They also gave a directive to design the pavilion to the floor plan of the old park house. The Town Council directed staff to proceed with the scope of work that was presented and discussed at this evenings meeting and staff begin working on RFP for the engineering work of the town park.

4. Compensation Study RFP

Town Manager Emily Kyriazi shared that this item was handled in the Closed Session meeting earlier in the evening and that she will be following up with Vice Mayor and Councilmember Baker.

5. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that this item was previously addressed. She shared that there has been some outdoor events recently. She stated that typically the applicants would apply for a permit to the Town to ensure health and safety for all involved. She stated that this item is before the Council to re-evaluate the ordinance and tighten up a couple of items in the ordinance regarding who is required to apply, the process to apply and communicate with the Town and other triggers such as policing for the event. She provided a draft of the ordinance for discussion. She stated that she needs to follow up with Chief Sibert on the safety aspects of it and permitting process communication with the police department on a security plan. A discussion followed on appropriate means of security and the section in the ordinance regarding transfers. Town Attorney Simmons provided suggested language for that section. Lastly, there was a discussion on the timeline. Mrs. Kyriazi shared that she would like to have the ordinance in final draft form for Council to authorize public notice at the July work session.

6. Code of Ethics - New Draft

Town Clerk Kim Henry provided the old draft of the Code of Ethics with comments from an Architectural Review Board member and the proposed slimmed down version that was requested by Council at a previous meeting. A discussion followed on an item in the draft referencing concerns of an elected officials behavior. Town Attorney Olaun Simmons recommended that, if there is a grievance, it needs to be done off of the dais. After the discussion, the Town Council directed Ms. Henry to work with the Town Attorney to incorporate clear language and steps of action to this section.

## **VII. COUNCILMEMBER TIME**

1. Councilmember Beyene

Councilmember Beyene was absent and did not have a written report for Council.

2. Councilmember Baker

Councilmember Baker thanked the staff for their hard work on the budget and updating the Council on everything. He shared the events coming up and gave compliments on the Mayor's message that is on social media platforms. Lastly, he thanked the Council for the great dialogue.

3. Councilmember Ramirez

Councilmember Ramirez thanked the staff for the successful Government Open House day. She also thanked the Prince William County departments for coming to the event. She shared the date for her next Community Outreach meeting.

Councilmember Pasanello

Councilmember Pasanello asked Chief Sibert to come up to the dais and presented him with a small memento of his recent vacation in the spirit of good fun. Also in the spirit of good fun, Councilmember Pasanello recognized July 7th as Ringo Starr's birthday and research appreciation day.

5. Councilmember Luersen

Councilmember Luersen thanked all of staff for what they do, especially with the increased work load on RFP's and the like. He also recognized today as Chocolate Appreciation Day.

6. Vice Mayor Gallagher

Vice Mayor Gallagher recognized and gave thoughts to those affected by the Texas floods over the weekend that claimed lives. He stated that it reminded him of the small community like Haymarket and recognized all the first responders for their dedication. He especially recognized the police department who is out communicating in the community. Vice Mayor Gallagher also recognized Matt Burrows, the Town's Maintenance employee. He shared his appreciation of Matt who is out in all kinds of weather making the Town look beautiful and inviting.

7. Mayor Pater

Mayor Pater stated that she is very proud of this town, of staff and of the people she sits with on the dais. She shared the date for National Night Out on August 5th and is looking forward to the event. She also shared in the excitement of this year's summer concert on August 16th. She also shared that she will be at the Farmer's Market on August 3rd and encouraged citizens to stop at the town tent for conversation. She gave the date for Flags for Heroes is September 20th. Lastly, she congratulated everyone for their hard work on the Government Open House event and shared that she had so much fun reading to the kids.

## **VIII. ADJOURNMENT**

**With no further business before the Town Council for this evening, Councilmember Ramirez moved to adjourn seconded by Councilmember Luersen. The motion carried.**

**Motion made by Councilmember Ramirez, Seconded by Councilmember Luersen.**

**Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez**

**Absent: Councilmember Beyene**