



# TOWN COUNCIL – WORK SESSION MEETING

Monday, February 23, 2026 at 7:00 PM

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

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

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## DRAFT MINUTES

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### I. CALL TO ORDER

A Work Session 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  
Councilmember Joe Pasanello  
Councilmember Alexander Beyene  
Councilmember Ken Luersen  
Councilmember Justin Baker  
Councilmember Dave Capossela

#### ABSENT

Vice Mayor Matthew Gallagher

### II. PRESENTATION: VML/VACO - TOWN CENTER FUNDING ANALYSIS

Steve Mulroy and David McQuillen from VML/VACO was at this evening's meeting to present a financial analysis for the Town Council. Mr. Mulroy shared that they attended a Council meeting last April giving a general analysis. He stated that this report will provide more detail regarding funding for the proposed project that's under consideration and updated financial information. Mr. Mulroy gave a brief history and description of VML/VACO financial services. He stated that they are registered as municipal advisors to help evaluate the affordability of projects.

Mr. McQuillen provided the outline of his presentation: how VML/VACO developed the financial forecast, the key metrics in revenue and debt trends, 3 different funding scenarios, and then end with a recommendation.

Mr. McQuillen started off by looking at historical actuals: the FY 23 audit, the FY24 draft audit and the FY25 budget in order to predict the future. He continued with the constant tax rate. He stated that they considered how to move forward based on future projection years. He started with the FY26 current budget and then after that using historical growth rates. He explained how they determined the growth. Lastly, he stated that they overlaid the CIP from the FY26 budget excluding the Town Center project since this item is what the Council is considering the funding options available.

He continued his presentation with the current and projected revenue sources from the FY26 budget through FY30, which is the end of the projection. He stated that he doesn't see any large changes in this item. He showed the real estate property tax trends. He shared that since the Town has been debt free since 2025, there is capacity and flexibility on how to approach funding on big tickets items such as the Town Center project.

Mr. McQuillen continued with the details on the funding scenarios. Scenario 1 would be funded 75% with cash and 25% by a loan. Scenario 2 would be 50/50. And Scenario 3 would be 25% cash and

75% by loan. He then provided the numbers for each scenario.

Mr. McQuillen concluded that the Town is in a very good spot to fund the project with the three different scenarios. He stated that the recommendation is to proceed with scenario 2, which would be a 50/50 cash/ funding obligation. He stated that going with the 50/50 funding, the Town would still have a healthy fund balance for any unexpected situations or a down turn in the economy. A discussion followed on recommendations and graphs presented.

Mr. Mulroy ended the presentation on execution of funding with financing options. Mayor Pater thanked the team for their time and presentation. No action was taken at this time.

### **III. TOWN MANAGER REPORT**

#### **1. Monthly Report**

Town Manager Emily Kyriazi gave the monthly administration report. Items presented to the Council were:

1. Park Sidewalk update - still waiting on electrical issues with the new street lights that were installed to be resolved. This would be the final item on the project. Discussion followed on a request from the Kiwanis to do some landscaping around the little library and put up signage.
  2. Updates on Communication Plan including the GoGov app.
  3. Stormwater Assessment program team will be coming in March for approximately 5 days for surveying. Homeowners are being notified in order to give permission for surveyors to enter their properties. A discussion followed on updating the Robinson Paradise neighborhood who had significant flooding and on-going discussions with the developer.
  4. Town Planner working on violation notices. Working with property and business owners
  5. Business Roundtable Update. First one for 2026.
  6. Strategic Plan final draft to be discussed
  7. Arts VanGo lease update. Tenant is starting to move into the museum after some plumbing repairs.
  8. Prince William County CXO meeting with County Town Managers.
  9. Compensation Study Update. Consultant is in the data phase of the study
  10. Chick Fil-a second drive through: Site Plan will be signed during the week and bond submission will follow. Construction will start in the near future. They requested a waiver on the noise ordinance to be able to do some construction in the overnight hours. Mrs. Kyriazi stated that she and Chief Sibert will have the discussion with Chick Fil-a. There was discussion on the back parcel in Crossroads Village Center. Mrs. Kyriazi shared that staff has a meeting scheduled with a developer regarding the site behind the CVS and in front of Kiddie Academy. After her report, Mrs. Kyriazi opened the floor for any questions or discussion. A question was asked on the status of the street lights that have not been working. Mrs. Kyriazi stated that she is scheduling a meeting with the contractor to address. There was a suggestion to the Event Coordinator about themes for the upcoming summer concert and Haymarket Day recognizing the country's 250th birthday.
- Lastly, there was a discussion on policies and sign ordinances. Mrs. Kyriazi stated that staff is starting to work on revising the sign ordinance to allow LOVE signs and murals.

### **IV. CHIEF OF POLICE REPORT**

#### **1. Monthly Report**

Chief Sibert presented items from his monthly report to include:

1. Calls for service showing the trends are maintaining.
  2. Business checks were up.
  3. Response time remained flat and traffic stop data given.
  4. DMV grant update. Quarterly reporting will come in April.
  5. Provided arrest information and out of town activity along with assistance from the County.
  6. Traffic volume and speed data report. Down trend across the board due to the inclement weather.
  7. Gave information on the Senior Summit and status on drone replacement. Chief Sibert shared information on the in car camera systems installation. He shared that all of the AED's have been received from the Firehouse Sub grant.
  8. Chief Sibert shared activities and events of the officers. He also shared that he submitted the DMV grant application and received the LOLE grant application and has been submitted.
  9. Lastly he provided upcoming events, such as the women's self defense class, St. Baldricks and the cancer awareness event at the Haymarket Iceplex.
- After his presentation, Chief Sibert opened the floor for any questions or discussions. In preparation of the Chief's year end audit report, a question was raised if the Chief would do a presentation on his audit. Chief stated that he would be glad to give a formal report. There was a question on the procedures on e-bike riders in the bike lanes. Chief Sibert shared that Sargent Finley is doing the research so that the Town can establish an ordinance.

## V. AGENDA ITEMS

### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions or comments before proceeding with the monthly report. Councilmember Pasanello stated that he would like to applaud Mr. Gonzalez for good money management. Councilmember Luersen inquired about the salaries line item and asked if the report was off a month. Mr. Gonzalez shared that the budget reflected the merit increases but the evaluations have not been done yet and that line item will increase once the merit increases are factored. Mayor Pater asked about the trash service line item. Mr. Gonzalez shared that the trash service line item is off by a month due to billing. Mr. Gonzalez also explained some of the front loaded cost to the current budget.

### 2. FY27 Budget Work Session: Authorize to Proceed with Public Notice

Town Treasurer Roberto Gonzalez asked for a directive to proceed with the public notices for the FY27 real estate tax rate and the budget. He stated that the Real Estate tax and fee schedule public hearing will be held on April 6, 2026. Mr. Gonzalez stated that he is proposing a flat tax rate at .098 cents per \$100. However the taxes would increase due to an increase in assessments. He also shared that the FY27 budget public hearing will be held on May 4, 2026 with adoption of the tax rate and FY27 budget at the June regular monthly meeting. He shared that staff has been holding weekly finance liaison meetings in preparation of the upcoming Council budget work sessions. A short discussion followed prior to giving authorization to proceed with the public notices.

### 3. Draft Investment Policy

Town Treasurer Roberto Gonzalez presented the final draft of the Investment Policy with the proposed motion for Council to consider for adoption at the regular monthly meeting. There was no discussion from Council on the subject. There was a consensus to put this item on the agenda for the March regular monthly meeting for adoption.

#### 4. Final Draft of Updated Strategic Plan

Mayor Pater asked Town Manager Emily Kyriazi to lead in the discussion of the final draft and top ten priorities of the Strategic Plan. Mrs. Kyriazi asked if Council had any additional comments to add to the plan. Councilmember Pasanello thanked the Planning Commission for their input and went over their comments. The Council discussed in length the comments from the Planning Commission. Also the Council discussed with Chief Sibert on the rewording the completion of the VLESP certification to the maintenance. Mrs. Kyriazi provided some updated edits and deletions for clarity. After the discussion, Mrs. Kyriazi shared that she will have the updated final draft with the resolution to adopt at the regular monthly meeting in March.

#### 5. Draft AI Policy

Town Manager Emily Kyriazi shared that she has been in conversation with the Town Attorney on the use of AI in the Town offices for use with staff and police department. The Council discussed the draft policy presented to them. The Town Attorney shared that Council could include in the policy that is more safe than others. The Town Council discussed the subject in detail. Council shared that they would like to know what staff would use AI for in order to put perimeters on the policy. Chief Sibert shared that the police department would use AI for translations in body worn or in car camera footage to generate a report. Town Treasurer Roberto Gonzalez shared that AI has been the subject in the conferences he has been attending. He said some treasurers use AI for excel formulas to assist them in streamlining their work. A discussion followed on the subject. There was a suggestion for the Town Manager to check Prince William County's AI policy to see if the Town could follow. Town Manager Kyriazi stated that this was a subject at the last TANV meeting and that she would ask the other Town's for their policy to reference. The Council also suggested that there be a bi-annual review process. The Council proceeded to review the policy and provide edits. Mrs. Kyriazi stated that she will bring an edited version back to the March Work Session.

#### 6. Draft Training/Travel Policies

Town Manager Emily Kyriazi shared that staff has been working with the finance liaisons on training and travel policy for Council and a separate policy for staff. Mrs. Kyriazi presented both policies to the Town Council for review and comments. She stated that the policy directly affects the budget preparation process and on the Council level how to determine who is eligible to attend the conferences. The Council first provided comments on the training and travel policy for Council and Boards. The Council also discussed virtual training options. They also discussed the approval process. Mrs. Kyriazi encouraged Council to bring her feed back and that it would be on the March Work Session for further discussion.

The Council continued with the staff training and travel policy. Mrs. Kyriazi stated that the policy is aligned with the Council training and travel policy with the exception that staff will need to fill out a form requesting training with a description on how it would relate to their position and a draft agenda, if available. She stated that the policy was a little more detailed on the meals, lodging and travel. A discussion followed. Mrs. Kyriazi stated that she will provide an updated staff policy before the next meeting for Council to review so that the topic can be discussed further at the March Work Session.

#### 7. Draft on Communication and Town Services Flyer

Town Event Coordinator Julia Crofford presented the draft one page Communication and Connection flier. She asked for any feedback from Council. Discussion followed on how the flier will be distributed. A question was also raised on how often is the business directory is updated. Mrs. Kyriazi shared that the directory is updated annually during business renewal season.

8. Draft Proclamation: American Red Cross Month

Town Manager Emily Kyriazi shared that the American Red Cross reached out to staff asking if the Council would consider doing a proclamation signifying March as Red Cross Month. A draft proclamation was provided for Council review.

9. Proposed Ordinance: Town Park Closing Hours Discussion

Sergeant Burgoon addressed the Council on the subject of adopting an ordinance for Town Park Closing Hours. He shared that he has been in conversation with Chief Sibert and Town Manager Kyriazi about restricting access to the Town Park at night. He stated that the big asset in Town is the park. However, it is a concern at night for the police department and the adjoining neighbors. He stated that even though there is a low crime rate in the Haymarket area, this ordinance will help with enforcement in keeping the park safe. He provided a draft ordinance for Council review. The Council asked several questions regarding the proposed ordinance. Chief Sibert shared that this should be considered before the park project begins. The Council discussed the subject. The Council asked for the next steps. Town Manager shared that the next steps is to have the Town Attorney review the draft, bring the final draft to Council at the March Work Session and to set a public hearing date.

## VI. CLOSED SESSION

1. Motion for Closed Session

**Councilmember Luersen moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to the Town Park RFP; and as permitted by Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with Haymarket Police Department. Councilmember Pasanello seconded the motion. The motion carried.**

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

2. Certification

**Councilmember Luersen moved that the Haymarket Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.**

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

3. Directive/Motion from Closed Session

Without objection, Councilmember Luersen directed the staff to take action as discussed in a Closed Session.

**VII. ADJOURNMENT**

**With no further business before the Town Council, Councilmember Baker moved to adjourn seconded by Vice Mayor Gallagher. The motion carried.**

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

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