



TOWN COUNCIL FINANCE LIAISON MEETING

Wednesday, March 11, 2026 at 2:30 PM

Conference Room - 15000 Washington St., STE 100 Haymarket, VA 20169

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

MINUTES

Present: Councilmember Joe Pasanello, Councilmember Dave Capossela, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Chief of Police Al Sibert

Town Manager Emily Kyriazi provided the monthly financial report. She shared the following:

1. BPOL license applications are starting to come in and the revenue will start to increase with the deadline by April 30.
2. Rentals/Leases - one tenant's lease is coming up for renewal. The tenant will be renewing. There was a short discussion on leases and escalations.
3. Emily shared that the RFP for the construction of the Town Hall building is being drafted.
4. Updates on the upcoming Farmer's Market season.

Emily provided information on the expenses as follows:

1. Spoke with Officer Matt Watson on doing a CPR class. She stated that the CPR dummies owned by the Town are out dated and recommended that the Town purchase new ones. She stated that staff will be taking class and will be encouraging Council to also participate.
2. Roberto is working on the pre-audit report
3. Street lights have been addressed and are being worked on. She stated that 90% of the lights should be working.
4. Roberts Rule classes - Emily provided costs on all Council, Boards and staff to participate on a Robert's Rule of Order webinar.
5. Emily shared that Town of Herndon will be hosting a Main Street Economic Development program on March 26. Due that she will be at her conference, she shared that she will be sending Julia and asked the Mayor to join.
6. Emily provided updates on the Park RFP. She stated that she sent out the additional questions to the bidders.
7. Discussion ensued regarding the old post office building renovations. Emily shared that she had two different companies look at the building to give their opinion on what work should be done. She stated that staff will be working on a scope of work and putting out an RFP. She shared that she will bring the scope of work and draft RFP at the next meeting.

Police Department Items

Chief Sibert shared information on an officer being injured at his home and the status of current staffing. He also provided the following:

1. Interviewing for open position
2. A discussion took place on obtaining a maintenance truck. Chief said he is still looking for one that will best suit the Town's maintenance supervisors needs. Emily shared that the Town will be able to get water from the fire hydrants for the plants
3. Updated on Motorola in car systems. Chief shared that the systems are being installed.

4. Chief discussed the items that he would like to either see continue or added to the FY27 budget in preparation of the Council work session on March 30. Since Councilmember Pasanello will not be at the Work Session, Chief gave a short list of items.

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