



TOWN COUNCIL – WORK SESSION MEETING

Monday, October 27, 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 Monthly Work Session of the Haymarket Town Council was held this evening in the Council Chambers, commencing at 7 PM.

Vice Mayor Matthew Gallagher called the meeting to order.

PRESENT

Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

ABSENT

Mayor TracyLynn Pater

II. PLEDGE OF ALLEGIANCE

Vice Mayor Gallagher invited everyone to stand for the Pledge of Allegiance.

III. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi started her monthly report with the strategic plan working document. She asked for the Council to review the document prior to the Strategic Planning Meeting scheduled for Saturday, November 1st. She gave a brief explanation of the document. She proceeded with the monthly report with the items listed:

1. The deed and plat has been recorded on the park sidewalk. The project is in the final stages with project close out.
2. Storm water grant assessment program - meeting has been scheduled for the next steps in preparing for surveying and information gathering.
3. Update on storm water issues at Robinson Paradise - Staff received the geotechnical report. Staff will be reviewing the report. Staff will be emailing the residents of Robinson Paradise with the next steps of action.
4. Park RFP will be posted at the end of the week. Staff has contacted playground equipment company for service on some safety issues.
5. Shared the date for the next meeting with Prince William County CXO. Mrs. Kyriazi asked for Council input on anything they would like her to discuss at the meeting.
6. Actively working on redesign of the Town's website to meet deadline on ADA accessibility.
7. Received structural evaluation reports on Old Post Office building, museum and Cupcake Heaven building. Mrs. Kyriazi will be giving a report on the Old Post Office building at the next meeting. She will give reports on the other buildings at a future meeting.

8. Land Use Planning: Projects are moving along. Comments were submitted on Karter School, the storage lot, and as built resubmissions. Discussion followed on bond releases.
9. Town Clerk attended the Virginia Association of Government Archives of Records Administrators Conference.
10. Haymarket Day Event Recap and Holiday Event updates.

There was a discussion on Haymarket Day attendance and feedback. There was also a discussion on the Certificate of Appropriateness for the demolition of 3 single family homes on Bleight Drive. Mrs. Kyriazi shared that the COA expires in December and the applicant will need to re-apply if there is no progress on the project. There was a question if the Town Manager would be doing a post Haymarket Day recap. Mrs. Kyriazi shared that internally there has been a debriefing meeting but offered up to Council, if needed. There was a brief discussion on the Youth in Government program and ideas on proceeding forward.

IV. CHIEF OF POLICE REPORT

1. Monthly Report

Chief of Police Al Sibert provided details on his monthly report to include:

1. Calls for Service data on both dispatch and direct calls for service
2. Data on business checks, foot patrol and enhanced patrols
3. Officer initiated calls remain static
4. Traffic Stops data - trending a little above
5. DMV Grant information - Next months report will change
6. Back-up the County on calls for service in surrounding area went up. Discussion followed on that subject.
7. Monthly traffic volume tracking, speed data in increments - Discussion followed on the fluctuation on west bound numbers
8. Mock accreditation in October. All went well. Full assessment will be mid November.
9. No major issues or problems on Haymarket Day. No safety concerns at all.
10. Participated in the Prince William County Public Safety Expo.
11. Staff recently applied for two grants
12. Participated in several community trunk or treat events.
13. Shared information on future events.

After his report, Chief Sibert opened the floor for questions. There was a discussion on the DMV grant hours. There also a discussion on the in car camera system. There was a discussion on the agreement with Prince William County police department on responding to calls inside the Town and the Town responding to County calls. There was also a discussion on the requirement that was needed for the HEAT (Help Eliminate Auto Theft) grant. There was a discussion on the agreement that the town officers could use the County fire range for qualification. Chief Sibert shared that the agreement has been worked out. Lastly, Chief Sibert shared information on the drug take back day. He shared that if anyone missed the opportunity on drug take back day, they could drop any used prescription drugs at the police department.

V. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a brief summary of the monthly report. He shared that most of the meals tax revenue is show in the report. He shared that overall the budget is in the black. He also shared that the budget will need to be amended in the near future for the park sidewalk. A short discussion followed on the monthly report regarding zoning permits and fees line item. Councilmember Pasanello, the finance liaison, shared that the Council is about a 1/3 into this budget and that revenues are trending at 37% with expenditures at 29%. He also

shared the liaisons and staff are tracking the loss income and expenses on maintenance of the Old Post Office building. Mr. Gonzalez continued to share that the FY24 audit is at quality control and that the report to this date is positive. Once completed, the auditor will give a presentation to the Council via zoom. Mr. Gonzalez also shared that VML/VACO will be attending the next finance liaison meeting via zoom to discuss financial options for the Town Center project prior to the Strategic Planning Meeting. He stated that after the discussion of projects at the Strategic Planning Meeting, VML/VACO will present options with the Council at a future meeting. There was a short discussion on the sale of some of the police cruisers.

2. Architectural Review Board Vacancy

Town Clerk Kim Henry shared that there recently was a resignation on the Architectural Review Board. She shared that the term expires June 30, 2027. Ms. Henry provided an application for Council review and shared that the applicant will be at the next Council meeting to be interviewed. A short discussion followed.

3. Town Council Vacancy

Town Clerk Kim Henry shared that Mary Ramirez resigned from Council at the October 6 Town Council meeting. She shared that staff published the vacancy. She presented two applications for Council review and stated that both applicants will be at the next meeting for interviews. A short discussion followed on the timeline to appoint the vacancy and the interview process.

VI. ADJOURNMENT

Before adjourning for the evening, Vice Mayor Gallagher thanked the high school students who attended the evening's meeting.

With no further business before the Town Council, Councilmember Beyene moved to adjourn seconded by Councilmember Luersen. The motion carried.

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