



# TOWN COUNCIL – WORK SESSION MEETING

Monday, March 30, 2026 at 6:00 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 6 pm.

Mayor TracyLynn Pater called the meeting to order.

#### PRESENT

Mayor TracyLynn Pater  
Vice Mayor Matthew Gallagher  
Councilmember Ken Luersen  
Councilmember Dave Capossela

#### ABSENT

Councilmember Joe Pasanello  
Councilmember Alexander Beyene  
Councilmember Justin Baker

### II. PLEDGE OF ALLEGIANCE

Mayor Pater asked everyone to stand for the Pledge of Allegiance. Mayor Pater shared that the meeting started a little late waiting on the arrival of Councilmember Capossela so that they would have a quorum.

### III. FY27 BUDGET WORK SESSION

The Council met at 6 pm to start working on the FY27 proposed budget. Town Treasurer Roberto Gonzalez lead the Council in the discussion of the proposed budget. The Council discussed several line items including the real estate tax rate. Mr. Gonzalez stated that he is proposing a flat real estate tax rate of .098 cents per \$100. This would be the same rate as the previous year. He shared that this would increase the town's revenue by 3.7 %. He disclosed that this is in line with what the financial analyst projected for the next 5 years. He also explained that the only way this number could change would be due to tax exemptions given to residents from the County. He shared how the resident qualifies for an exemption. Mr. Gonzalez shared that the public hearing for the real estate tax rate would be on Monday, April 6 at 7 pm. Mr. Gonzalez continued to other line items such as transient and occupancy tax revenues, meals tax, fines and forfeitures for the Police Department, interest on bank accounts, town rental properties, increase in Town events revenues, and some additional lines added to the budget showing the use of the reserve funds that will be used for specific expenses. He continued on with the contingency line item. A discussion followed on the two newly added line items. Mr. Gonzalez shared that the total operational budget will be going up by 3.1%. There was a discussion on the projected savings with the police department when they switch over to e-summons.

Mr. Gonzalez continued to the expenditure line items starting with the proposed training and travel

policy for Council and continuing education. He shared that since this is an election year, he wanted to make sure that the education line item was funded in case a new council is elected to give them the opportunity to attend needed conferences and training. Mr. Gonzalez continued with the administrative line item showing a 2.8% cost of living allowance and an up to 3% merit increase. He also shared that this budget is showing a full time planner position. Mr. Gonzalez also explained the increase on subscriptions. He shared that this is due to the access management program that is being put into place. He continued on to legal services and the projected increases from the firm. Mr. Gonzalez proceeded to the police department portion of the budget and shared that the COLA increase and merit increase would follow suit with the administration budget. Mr. Gonzalez gave the floor to Chief Sibert for detailed description of his budget. Chief Sibert shared that the department will be introducing another part time administrative position to coincide with the existing part time position. He shared that this position would be similar to a desk sergeant and will be available to the public when the joint entry point opens up. He also shared that this position will be helping with accreditation and is full qualified with other administrative duties. Chief Sibert continued with the expenditure lines items including software updates, continued education and necessary subscriptions. He proceeded with a proposed full take home policy. Lastly Chief Sibert shared on the proposed e-summons program and the budget to get that started. A question was asked on the existing radius for the take home policy. Chief Sibert shared that the radius is 60 miles. With no other questions for Chief Sibert, Town Treasurer Gonzalez proceeded with the rest of the expenditures of the proposed budget. He continued with the increase stated in the trash contract and the transient occupancy tax line item. He continued with the proposed increase on Town Engineer's service due to the Town Center project and the consultant fees for the comprehensive plan. Mr. Gonzalez also shared that a line item was added to have the Board of Zoning Appeals get their own legal representation. Town Manager Emily Kyriazi went into detail the past process of legal representations at BZA meetings. She said that the applicant has their legal counsel as does the Town. But the BZA is sitting with no legal representation to help work with cases. She stated that the BZA is acting as the judge so to speak on cases and should have their own legal services and resources that they need that is separate from the Town's. There was a short discussion on BZA training opportunities.

Mr. Gonzalez continued with the expenditures of the FY27 budget. After finishing going over the line items on the budget, Mr. Gonzalez addressed the Capital Improvement Plan. He stated that the operational budget will increase by 3.1% and that staff has been working diligently with the finance liaisons to show how the funds are being held and used. He shared information on using ARPA funds for projects and use of the other funds for the CIP. A short discussion followed on the new website roll out and the .gov domain. Town Manager Kyriazi shared that she and Chief Sibert have been working on making some edits to the CIP and will present to the Planning Commission at their April meeting. Town Treasurer Gonzalez shared that he is going to track the Capital Improvements in it's own section. Mr. Gonzalez presented the balanced budget and shared that a large portion of the expenditures will be the Town Park project and the Town Center project. At this time, Council discussed the budget. There was a question regarding the Blight mitigation and the full time town planner position. There was a suggestion to increase the blight line item since the full time position will be able to focus on blight. A discussion followed on legal service tracking on blight mitigation. A discussion also followed with increasing the blight mitigation and taking those funds from the comprehensive plan because the full time planner position will cover some of the cost on the comprehensive plan.

Lastly, Mr. Gonzalez shared the public hearing dates for both the real estate tax rate, scheduled for April 6th regular meeting, and the FY27 budget public hearing, scheduled for May 4th.

#### **IV. TOWN MANAGER REPORT**

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

Before discussing her report, Town Manager Emily Kyriazi shared that she attended her first leadership institute training. She shared the topics for the April session of training. Mrs. Kyriazi proceeded with her monthly report highlighting the following:

1. Town park sidewalk project has been completely finished and closed out.
2. Streetlights along Washington Street have been repaired and should be fully functional.
3. Town Maintenance Matt Burrows has obtained permission from Prince William County to draw water from a fire hydrant to water the plants during the summer.
4. Chief Sibert is still in search of getting a new maintenance truck.
5. Stormwater assessment program. Letters were sent to the properties on the Jefferson/Fayette Street corridor to give permission so that the survey work can be completed to determine the condition of the infrastructure.
6. Staff has been doing a lot of zoning inspections, including violations and bond releases.
7. Compensation Study. Vice Mayor Gallagher is meeting frequently with Mrs. Kyriazi and the company. The company will be doing on site interviews with staff in April.
8. The Town will be hosting the next TANV meeting. Date is being secured.
9. Town Hall building is experiencing on going HVAC issues. A discussion ensued on the funding.

Prior to opening the floor for questions, Mrs. Kyriazi shared some event dates and training/conference dates for staff.

There was a question on a land use site plan on Fayette Street and the rezoning application for the QBE property

## **V. CHIEF OF POLICE REPORT**

### **1. Monthly Report**

Chief of Police Al Sibert provided his monthly report and shared that it was a busy month. However, the department was able to maintain the call volume and keep a presence in Town. He stated that they were able to do the most business checks than any month so far. He provided the following:

1. Calls for service was 151 staying on the trend.
2. Business checks was 4246.
3. Traffic stops was 101 with 41 summons issued and 62 warnings
4. Traffic trend is staying in line with previous years and data
5. Grant money is static
6. Provided arrests data, follow up investigations and calls for service hours, out of town activity and tracking hours for calls for service
7. Traffic volume data
8. Shared the upcoming events and projects - Senior Summit on April 23, procurement of drone replacement grant, installation of in car cameras and training, all AED's have been issued from the Firehouse Subs grant, e-summons vendor interviews continuing, Sgt. Finley and Lt. Davis spoke to Boy Scout troop on alcohol and drug abuse, finalizing the annual report projecting to distribute in the next coming month, and women's self defense class on April 20 at 6:30 pm at Haymarket Jazzercise. After the report, the Council discussed different items that the Chief presented.

## VI. AGENDA ITEMS

### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez shared that the finances are looking positive. He asked if the Council had any specific questions on the monthly report. The Council did not have any questions for Mr. Gonzalez.

### 2. Discussion on Draft AI Policy

Town Manager Emily Kyriazi provided the red line and the clean copy of the AI Policy. Mrs. Kyriazi asked for any feedback on the policy. She shared that, if Council is ready to proceed, she will present the policy at the next regular meeting for approval. There was a short discussion on the approved systems for the staff to use that will meet the security standards of the policy and of the state. Vice Mayor Gallagher stated that he will work with staff to establish the approved systems which will comply to the policy and will bring back for further discussion at the April Work Session.

### 3. Discussion on Draft Council and Employee Training and Travel Policies

Town Manager Emily Kyriazi presented the red line version on the Elected Officials and Committees training and travel policy so that all Council members have the opportunity to receive the same level of training. Mrs. Kyriazi asked for any additional edits or questions to the policy. A short discussion followed adding guidelines of conduct of council at the conferences or training. The Council agreed to discuss the policy further at their April Work Session.

Mrs. Kyriazi continued with the staff training and travel policy. She presented a clean version for review and edits. The Council discussed the policy. After the review, the Council directed staff to put this policy on the April Regular Meeting for approval.

### 4. Draft Procurement Policy - Discussion on First Draft

Town Manager Emily Kyriazi shared that the staff and the finance liaisons have been in discussion on updating the town's procurement policy. Mrs. Kyriazi shared that the current policy is not detailed enough including the seal bid process, negotiations, emergency purchases and sole source procurement. She stated that the Town Treasurer drafted a new policy and asked for the Town Council to review it over the next month and come back with any questions or edits to the policy at the April Work Session. She shared that the biggest change in the policy is the minimum threshold of \$10,000 and to better utilize sole sourcing. The Town Council briefly discussed the policy.

### 5. Full Time Position Discussion

Town Manager Emily Kyriazi provided the job description for the position of the Town Planner. She proposed to the Town Council that the position of the Town Planner be expanded to a full time position. She gave a brief history on the position and shared that the position is currently part time. Mrs. Kyriazi stated that the work load has since changed and has grown. For better productivity, she recommended that Council consider re-expanding this position to full time. A short discussion followed. Mrs. Kyriazi provided the expanded duties that will added to the position. Mrs. Kyriazi gave some examples that would warrant the need of the position to go full time. The Council asked for staff to bring the subject back to the April 27 Work Session so that they can further discuss the position with the finance liaisons. They also wanted to see the costs if the position was to start before July 1.

6. Discussion on Park Hours Draft Ordinance

Chief of Police Al Sibert addressed the Town Park Closing Hours ordinance. He shared that since this is a town owned park, regulations should be put into place. He shared that the department has received complaints on people using the park after dark. He stated to protect the Town's liability and the general safety of the public, he recommends that the Council put an ordinance into place. A discussion followed on the ordinance.

7. E-Bike/E-Scooter Draft Ordinance

Chief of Police Sibert shared the first draft of an E-Bike ordinance. He shared that this subject was brought up by Councilmember Capossela and Sergeant Finley. He shared that E-bikes are becoming affordable and readily available. He shared that they are also becoming more hazardous because they use the sidewalk not the streets. Chief Sibert stated that he will need to follow up with the Town Attorney on some language in the ordinance. A discussion followed on the draft. The Council asked to have this item on the April 27 Work Session for further discussion.

## VII. CLOSED SESSION

1. Motion for Closed Session

**Vice Mayor Gallagher moved to go into Closed Session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating Town Park RFP. Councilmember Luersen seconded the motion. The motion carried.**

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

After a brief recess, Vice Mayor Gallagher stated that the Council decided not to go into closed session since the Town Attorney was not present at the meeting.

2. Certification

3. Directive/Motion from Closed Session

## VIII. ADJOURNMENT

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

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