



TOWN COUNCIL – WORK SESSION MEETING

Monday, November 24, 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 Work Session of the Mayor and the 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. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE - DAVE CAPOSSELA

Circuit Court Clerk Jacqueline Smith administered the Oath of Office to Dave Capossela, who replaced Mary Ramirez with a term expiring December 31, 2026.

IV. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi gave her monthly report. She provided a quick update on a couple of items but shared that she would like to focus on the meeting she recently had with the Prince William County Executive. First, on the subject of land use and planning, she gave an update on the Town Park sidewalk project inspection she had with the Town Engineer. She said that they are still addressing some issues of the sidewalk cracking before the final release of all the documents and permits. She also gave an update on the stormwater assessment grant project. She shared that she is working closely with the consultant group on a follow up with one of the civil engineers in regard to the site plans on North Fayette Street and stormwater analysis from Crossroads Village Center development. She shared that a survey team will be scheduled to come on site in the near future to do survey work along Fayette Street and Jefferson Street areas. She also shared that staff is still working closely with the flooding issues in the Robinson Paradise subdivision area off of Jefferson Street. She shared that staff has requested an on site meeting with the developer.

Mrs. Kyriazi then shared updates on Town Events and general administration items. She shared information about the last Business Roundtable meeting that was recently held. She gave a

short update about the strategic plan. Mrs. Kyriazi gave a brief update on the website redesign process. She shared that staff has a follow up meeting with the IT consultant in moving forward to the .gov platform for emails and going to the cloud services. She also shared that staff has received good feedback for the park RFP.

Town Manager Kyriazi continued with Land Use updates. She shared that staff has received the completed rezoning application for 14600 Washington Street. She stated that the project has been named Schoolhouse Commons. She stated that she will be bringing the authorization to refer this to the Planning Commission at the December Town Council meeting to schedule a public hearing for the January Planning Commission meeting. She also shared that staff has received the second preliminary site plans for a hotel at Crossroads Village Center behind the current CVS. She said in addition, staff received a site plan for retail space at the pad site in front of Kiddie Academy. She stated that staff is also working on the Chick Fil-a second drive through site plans.

She gave some general updates on events. She shared information on the upcoming Holiday Event scheduled for December 13th. She shared that staff is working on the upcoming quarterly newsletter scheduled to go out the first of January.

Lastly, Town Manager stated that she met with Prince William County CXO and shared that the Police Chief has signed an MOU and the department will be able to use the Pennington scenario based training center free of charge. She also shared that she has requested a meeting with the County permitting department to discuss processes and to establish a seamless transition from the Town to the County. She shared that the County has updated their noise ordinance and will start in May 2026 when the data centers start operating. She shared that information will be given to the citizens on the ordinance. She stated that at the next meeting, the County budget season will have started and will be the topic of the conversation. At this time, Town Manager Kyriazi opened the floor for questions.

A question was asked about the rezoning and one mile review across the railroad tracks and the Heathcote Blvd one mile review. She shared that comments are due by the end of December and encouraged Council bring and feedback to her. There was a question regarding the franchise agreement with Comcast and Verizon. Mrs. Kyriazi shared that she has not had much success getting in contact with Verizon and can hopefully bring more information at the December meeting. There was a question on the proposed hotel at the Crossroads Village Center. Mrs. Kyriazi stated that the developer will have to meet all the town site plan requirements. She shared that the site plans won't come to the Planning Commission until spring 2026.

V. CHIEF OF POLICE REPORT

1. Monthly Report

Chief Sibert provided his monthly report to the Town Council. He started that the calls for service has stayed within the current trend. Business checks, foot patrols and officer initiated calls for service have remained static. The three year data related to traffic stops has remained consistent. He shared that he updated the DMV grant chart in his report. He continued with the arrest report and out of town activity along with assistance to the County report. Chief Sibert provided the traffic volume report. Chief Sibert shared that the accreditation team arrived on November 16th for the initial assessment. He provided additional information on the full assessment that took place starting November 17th. He stated that the final assessment will take place in December in Charlottesville. Chief Sibert gave information on the drug take back day and the upcoming senior summit. Lastly, he provided several other events that the department participated in. After his report, Chief Sibert opened the floor for questions. There was a question on the time for the Operation Santa event in early December. Chief Sibert stated that the event would start at 5:30 and for communities to follow the departments Facebook page for the map and the time they will be arriving in each neighborhood. There was a discussion on comments made by the accreditation team regarding the exceptional work of the officers, the

Chief and the department. A question was raised on the length of the accreditation. Chief Sibert stated that the accreditation lasts 4 years But it needs to be maintained yearly with time sensitive standards. There was a short discussion on the increased calls for service from past years.

VI. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report. He shared that the overall budget is looking good and that the budget is in the black. He shared a few updates on the draft investment policy. He shared that he is working with the finance liaisons and should be bringing the policy to Council in the near future. He also shared information on how the Town's funds are secured. He also shared separating the CIP funds for better tracking. Mr. Gonzalez stated that he has started working on the FY27 budget. He stated that he would like to sit with each councilmember on what they would like to see in this next coming budget based on the adopted strategic plan. Lastly, Mr. Gonzalez shared that they FY24 audit is complete. He shared that he will set up a date for the auditor to present the findings from audit. After his report, Mr. Gonzalez opened the floor for questions or further discussion. Councilmember Pasanello asked Mr. Gonzalez to share information on a meeting the liaisons and staff had with VML/VACO. Mr. Gonzalez shared that he is working with VML/VACO to attend the January work session to provide future financial options.

2. Resolution 2025-012: Budget Amendment

Town Treasurer Roberto Gonzalez shared that the budget amendment is related to the funds needed to complete the park sidewalk project. He shared that he is requesting the unspent funds from the FY25 budget to be reallocated to the FY26 budget so that he can proceed with the payment. He is asking to adopt the resolution at the next meeting. The Council requested for Mr. Gonzalez provide full accounting of the project itself on what was budget vs. what was totally spent. Mr. Gonzalez shared that he will provide that for the next meeting.

3. Strategic Planning Meeting Survey Results

Town Manager Emily Kyriazi shared the results for the strategic planning survey from their previous strategic planning meeting earlier in November. She shared that, if amenable by Council, she would like to present the amended strategic plan and have Council re-adopt it after getting citizen input and feedback with the top ten priorities. A discussion followed on the survey. Mrs. Kyriazi shared that she will have the amended draft strategic plan on the agenda for the December meeting with the top ten priorities determined by Council. She said she will then put it out to the public for comments and will bring the final draft with citizen comments for review and possible adoption by the end of January 2026.

4. Town Park Tree Discussion

Town Manager Emily Kyriazi shared that a citizen of the Town has approached her regarding a tree at the Town Park. She shared that the citizen donated the tree approximately 10 years ago. She continued to share that this tree has special meaning to the citizen and that the citizen is an arborist. She stated that in her conversation with him, he would like to take the tree back because he does not feel that the Council will preserve the tree when they proceed with the park renovations. Mrs. Kyriazi stated that she is looking for feedback from Council and the Town Attorney on how to proceed. The Town Attorney stated that he understands the citizens concern and request. However, from a legal perspective, once a gift is received by the recipient the donor loses control or ownership over the gift. He stated that there is no requirement for the Town to give back the tree. But, the Council could decide to give him the tree by a majority vote.

A discussion followed. After the discussion, the suggestion was for Mrs. Kyriazi meet back with the citizen stating that, at this time the Council has no desire for anyone to remove the tree nor do they wish for the tree to be harmed. They would like to see it remain and be protected. If there is a possibility where the tree may be in the way of future development, staff will contact the citizen to further discuss the options to either remove the tree or take steps to protect the tree from being damaged with the citizen bearing the cost of removal and any legal fees associated. Because this would require a vote from Council, it does not guarantee the that tree could be removed.

5. Museum Rental Discussion

Town Manager Emily Kyriazi first addressed the subject of Town property rentals. She shared that there has been some interest for renting out or utilizing the Town Hall building for community meetings. She shared that she is working with the Gainesville District Board of Supervisors office for utilizing such space. She continued with the subject of the Town Museum rental. She reminded Council of a discussion had earlier in the year on the museum rental for 2026. She shared that the Council decided that they wanted to have pop up rentals. Mrs. Kyriazi stated however that the first business she approached is interested in a full year rental. Mrs. Kyriazi distributed a proposal from the business owner for a one year pilot program to lease the museum. Mrs. Kyriazi shared that the business owner will be coming to an upcoming meeting to give the Council a presentation on her concept. Mrs. Kyriazi also shared that the proposed rental fee, which would cover the utilities and maintenance. A discussion followed on parking, the rental fee, responsibility of the tenant and the timeline. Mrs. Kyriazi shared that if Council wants to open the museum as a museum, they would need to look at hiring staff to run the museum and still incur the costs of having the museum open. After the lengthy discussion on the proposal, the Council asked for the proposed tenant to come to a future meeting to discuss the concept further. The Council discussed changing their December Work Session date to December 18 and invite the interested party to that meeting.

6. Planning Commission Vacancy Application

Town Clerk Kim Henry shared that she has received an application for the Planning Commission vacancy. Ms. Henry shared that the applicant will be at the December regular meeting for Council to meet and asked any questions prior to appointing.

VII. ADJOURNMENT

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: Councilmember Pasanello, Councilmember Beyene, Councilmember Luersen, Councilmember Baker, Councilmember Capossela

Absent: Vice Mayor Gallagher