



# TOWN COUNCIL – WORK SESSION MEETING

Thursday, December 18, 2025 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 Monthly 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 Dave Capossela - arrived late

#### ABSENT

Vice Mayor Matthew Gallagher  
Councilmember Justin Baker

### II. PLEDGE OF ALLEGIANCE

Mayor Pater invited everyone to stand for the Pledge of Allegiance.

### III. VACANCY INTERVIEWS

Mayor Pater shared that the Town has a vacancy on the Planning Commission and the Architectural Review Board. She stated that the applicant who was interested in the Planning Commission vacancy withdrew their name from consideration. Mayor Pater continued to share that there was an applicant present to be considered. She invited Mahmoud Omer to the podium for a brief interview. Mayor Pater shared that Mr. Omer's application was originally for the ARB vacancy, but would like to be considered for the Planning Commission. Mr. Omer confirmed that he would like to be considered for the Planning Commission based on his work experience in the construction industry.

Mr. Omer shared that he is a recent resident to the Town of Haymarket. He shared that he has a mechanical engineer background. He shared that he is currently a project manager for a construction company. He shared he has experience with design, site and building plans within the industry. He stated that he would like to serve the Town and his community with his knowledge. The Town Council asked Mr. Omer several questions based on land use. After the brief questioning, Mayor Pater suggested in light of the recent withdrawal, the Council leaves the vacancy and position open until the January 5th regular meeting before making the appointment. The Council agreed to the suggestion.

1. Planning Commission Vacancy Interview
2. Architectural Review Board Vacancy Interview

## IV. TOWN MANAGER REPORT

### 1. Monthly Report

Town Manager Emily Kyriazi provided updates to her monthly report. Items she reported were:

1. The Town Engineer complete the final walk through on the Town Park sidewalk project. She shared that there was minor issues that need to be addressed and adjusted.
2. Stormwater assessment program. A meeting was held on December 16th. Reported that the County has everything they need for the north side of Fayette. They asked for the original Crossroads Village Site plans. Once those are received, the survey team will be scheduled.
3. Zoning Inspections. A zoning violation letter has been issued for a property on Jefferson Street.
4. Strategic Plan. The plan has been presented to both the Planning Commission and the Architectural Review Board for review and comments.
5. The Compensation Study contract is with the attorney. Staff and the attorney are working on finalizing it.
6. Website Redesign. Still in progress
7. Old Post Office Building. Staff working with finance liaisons on long term repair and scope of work. Will have update in January.
8. Robinson Paradise Stormwater concerns. Staff is staying in contact with the residents and continued requests to meet with developer. Mrs. Kyriazi shared that a open house meeting was held on December 8 on a rezoning at Heathcote Blvd and Old Carolina. She shared she met with the developer of the project, along with a resident of Robinson paradise, to assure that the stormwater from that development would not affect the Robinson Paradise community. A short discussion followed.
9. Franchise Agreement. Comcast draft agreement has arrived. Staff is waiting on the Verizon agreement. Verizon will also supply a map of service area in the Town.
10. Upcoming - Chief and Mrs. Kyriazi will be finalizing the personnel manual after the first of the year. Project completion - first quarter 2026.
11. Chick Fil-a second drive through site plan. Planning Commission gave conditional approval. Mrs. Kyriazi shared that she will be getting a detailed schedule on construction closure from the representative of Chick Fil-a and will bring that to Council in the near future.
12. Van Metre Landscaping bond. Should be released in spring 2026.
13. Crossroads Village Center. Working through As-Builts. Taco Bell - finalizing their As-Builts. Kiddie Academy - will be submitting As-Builts.
14. Karter School. Will continue to processing the site plan showing a day care. Mrs. Kyriazi shared that she met with the team and they are looking to pivot and submit an amended site plan by doing a continued care facility, which would require a special use permit. She will keep Council updated.
15. Self Storage lot. Staff has received an additional submission and staff has received an inquiry about a possible business that would do contracted auto repair.
16. Lifetime Smiles. Working with them to submit As-Builts.
17. Fayette Street. South side of Fayette. Site plans have been submitted for 2 single family homes for a vacant lot. The two newly built homes on Fayette - working on landscaping inspections and conversation with developer regarding the street lights. Mrs. Kyriazi shared that one of the owners of the new built home asked that the Town reach out to VDOT to have a stop sign ahead sign prior to the curve. Mrs. Kyriazi stated that VDOT does not feel that it is warranted. Mrs. Kyriazi shared that she will meet with Chief Sibert and reach out to VDOT again.

At this time, Town Manager Kyriazi introduced the new Town Planner, Lydia Schauss, to the Council. Councilmember Capossela entered the meeting during the report.

Lastly, Mrs. Kyriazi shared with Council an opportunity that she was presented to her by Stephanie Davis, who worked on the strategic plan. Mrs. Kyriazi shared information on the Women's Leadership Institute. She provided the schedule of the training, the cost of the program and the application process.

A short discussion ensued on some of the street lights that are not working.

## **V. AGENDA ITEMS**

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

Town Treasurer Roberto Gonzalez presented his monthly financial report. He provided recent updates to the financials and shared that the Town is trending positive on the revenues. He shared some budget amendments that he will be presenting to Council. Mr. Gonzalez gave some updates on upcoming meetings. He shared that the auditor will be presenting the final audit on the FY24 budget in January. He also shared that VML/VACO will attend a January meeting to discuss financial analysis geared toward the Town Center project. He will also provide the draft of the investment policy at the January work session.

Lastly, Mr. Gonzalez shared his working timeline for the FY27 budget. He shared that he will be sending Council a questionnaire based on the strategic plan to incorporate into the budget. He shared that he will be presenting the first draft of the budget in February 2026.

### **2. Proposed Lease Agreement: Dawn Quill - Arts Van Go**

Town Manager Emily Kyriazi shared that Council started a discussion earlier analyzing what currently is going on in the museum, which is a non-profit organization focusing on the arts utilizing the building with the Town receiving some compensation from the proceeds on shows, classes and the sorts. She shared that the Council discussed changing the concept and having pop-ups utilize the space for a one to two month period. Mrs. Kyriazi proposed instead of pop-ups, a business that is very interested in renting the space for a twelve month period. Mrs. Kyriazi presented utility and maintenance costs for the museum since the non profit has occupied the building vs. the commissions paid to the Town from the non profit.

At this time, Mrs. Kyriazi introduced Dawn Quill, founder of Arts Van Go, and invited her to the podium to give her presentation and proposal to the Council. Mrs. Quill shared that she is a mobile based art workshop company that is 100% dedicated to process arts education. She shared that since moving to Haymarket years ago, she found that there were no art programs for children. She shared that she is seeking a one year pilot rental agreement with the Town to occupy the Haymarket Museum with the intent to activate the museum as a flexible community art venue, to expand youth access to art education, to increase the cultural and historical programming aligning with Town events and to preserve the historic integrity of the building. She presented a business plan to the Council for review. The business plan showed the pilot goals for the first year. She provided the gross financial snapshot. She also provided background programs that she generated in 2025.. She stated that there is clearly a need for the arts based on the numbers she provided. She provided the program plan for the first year. She said she is excited with partnering with the Town and piggy backing on the Town events. After her presentation, Mrs. Quill asked questions from the Council. There was a discussion to assess at 6 months on the utilities and such because of the increase usage of the space. And then again at 12 months. Mrs. Quill stated that she would be ok with the assessment timeline. There was also a short discussion on parking options. There were questions on facility requirements. Town Manager Kyriazi stated that it meets ADA compliant layouts and staff would ensure the first aid kits were updated and completed. She shared that the fire extinguisher is on location and has been inspected. She stated that Mrs. Quill would supply the tables and chairs and other supplies. There was a discussion on scholarship opportunities. A discussion ensued with Mrs. Quill on more concepts and the private/public partnership. Mrs. Kyriazi gave the history on the operations of the museum since 2017 when she came on with the Town. She

shared that at first, it operated as a museum but there was no draw to get people in the building and staffing was difficult. It was an under utilized resource. She continued with the utilization of building with the arts in 2019. In 2020, a coffee business occupied the building. The business owners from the coffee company was able to get a contract with the hotel to brand their coffee, which left them not needing the space any longer. Mrs. Kyriazi shared that the idea of arts came up again with the partnership with Crossroads Arts Alliance, a non profit, in 2023. She shared that the partnership with the non profit was a lesson that the Town needed something that would have the museum doors open regularly and often. Mrs. Kyriazi shared that this opportunity can have offerings for community and have the museum doors open. There was a question to structure the lease that if the utilities were higher than agreed monthly rental, Mrs. Quill would pay the additional cost on the utilities. A discussion also followed on increased maintenance of the building. After the discussion, the Council directed staff to move forward with Arts Van Go on a 12 month lease and for staff to work with the Town Attorney to draft the lease agreement for the 12 month period at \$650 per month, a 6 month review of the utility costs or if the utility cost goes up by 25%. The Town Attorney will provide the lease agreement for review at the January 5th meeting.

3. Planning Commission Vacancy Appointment

Mayor Pater stated that the Council agreed to defer the appointment until the January meeting.

4. Architectural Review Board Vacancy Appointment

5. Amended Strategic Plan Draft

Town Manager Emily Kyriazi presented the amended strategic plan draft showing the requested language from Council. Mrs. Kyriazi also presented a summary of the progress Council has made on the Town Center site plan as well as the Park Pavilion RFP. A short discussion followed on moving forward in adopting the plan after citizen input. Mrs. Kyriazi suggested that the plan goes out in the January newsletter for feedback before adoption. She also suggested that a special citizen time for this subject only be added to the January work session.

6. RES 2026-001: Budget Amendment

Town Treasurer Roberto Gonzalez addressed the Council on the budget amendment. He gave a brief explanation on each item on the amendment. The first to rebalance the funds from the loss tenant income from the Old Post Office building and generate income on the new tenants in the Town Hall spaces. The second amendment is for the Police Department obtaining the HEAT grant and recognizing the revenues and expenditures of the grant. Mr. Gonzalez stated that this would be adopted at the January 5th meeting.

At this time, Chief Sibert asked to add the in car camera contract to the agenda.

**Councilmember Luersen moved to add the item to the agenda. Councilmember Pasanello seconded the motion. The motion carried.**

**Motion made by Councilmember Luersen, Seconded by Councilmember Pasanello.**

**Voting Yea: Councilmember Pasanello, Councilmember Beyene, Councilmember Luersen, Councilmember Capossela**

**Absent: Vice Mayor Gallagher, Councilmember Baker**

7. Chief Sibert shared that the department entered into an agreement for the in car camera system. He shared that he started with the company in July but the company fell short in its contractual obligations. He share that the department has had to move onto a new system. However the system costs more than the original contract. He is asking to add to the funds to the current budget from the funds received from the sale of cruiser fleet or to make it work with the current budget. He is asking the Council direct him to proceed with the new company. The Council discussed the options.

**Councilmember Luersen moved to proceed with a contract with Motorola, as discussed. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Luersen, Seconded by Councilmember Pasanello.**

**Voting Yea: Councilmember Pasanello, Councilmember Beyene, Councilmember Luersen, Councilmember Capossela**

**Absent: Vice Mayor Gallagher, Councilmember Baker**

**Councilmember Luersen moved that the Council instruct the Town Treasurer to prepare an amendment to Resolution 2026-001 moving \$16,000 as discussed for Motorola in car body cam for the January 5th meeting using Capital Outlays. Councilmember Pasanello seconded the motion. A short discussion followed. The motion carried by a roll call vote.**

**Motion made by Councilmember Luersen, Seconded by Councilmember Pasanello.**

**Voting Yea: Councilmember Pasanello, Councilmember Beyene, Councilmember Luersen, Councilmember Capossela**

**Absent: Vice Mayor Gallagher, Councilmember Baker**

## **VI. ADJOURNMENT**

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

**Motion made by Councilmember Luersen, Seconded by Councilmember Beyene.**

**Voting Yea: Councilmember Pasanello, Councilmember Beyene, Councilmember Luersen, Councilmember Capossela**

**Absent: Vice Mayor Gallagher, Councilmember Baker**