



TOWN COUNCIL – REGULAR MEETING

Monday, December 01, 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 Regular Monthly Meeting 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
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luerssen
Councilmember Joe Pasanello
Councilmember Dave Capossela

ABSENT

Councilmember Alexander Beyene

II. PLEDGE OF ALLEGIANCE: Scout Troop # 924

Mayor Pater invited Scout Troop #924 to the dais to lead in the Pledge of Allegiance.

III. INVOCATION: Mark Brady - Park Valley Church

Mayor Pater invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation.

IV. PRESENTATION: Haymarket Day Recap - Julia Crofford

Mayor Pater invited Town Event Coordinator, Julia Crofford, to the podium to give a wrap up from the recent Haymarket Day and to give out the awards for the parade winners. Mayor Pater also shared that Ms. Crofford will give all the updated information on the upcoming Holiday Event on December 13th.

Town Event Coordinator Julia Crofford shared that the past Haymarket Day was one of the best attended events ever for Haymarket. She thanked the Council, staff and volunteers for making the event so successful. She recognized Park Valley Church for their sponsorship and help throughout the year in all of the Town events. Ms. Crofford presented a check to Pastor Mark Brady thanking them for all of their help.

Next, Ms. Crofford recognized Scout Troop #924 for their help during Haymarket Day with taking care of the trash duties. Ms. Crofford presented the troop with a donation for their help.

Ms. Crofford recognized the parade winners. She recognized Battlefield High School - Most Hometown Spirit, Studio B Hair Salon - Most Likely to enter the Haymarket Day Hall of Fame, 4R's Preschool - Most Nostalgic, Gainesville Dance Center - Best Performance, and Coalition to Protect Prince William County - Mayors Choice.

Ms. Crofford shared that the Holiday Bizarre is on December 13th from 2-6 pm. She shared that there will be crafts, entertainment, vendors and a visit from Santa. At this time, Ms. Crofford asked for a brief recess for the Mayor and Council to light the Christmas tree on the green to kick off the holiday season.

V. PLANNING COMMISSION VACANCY INTERVIEW

Mayor Pater shared that there was one application for the Planning Commission vacancy. However, the applicant was not able to attend this evening's meeting. She asked for this item to be deferred to the December 18th Work Session. There was no objection to defer the item to December 18th.

1. Application

VI. CITIZENS TIME

There was no one wishing to address the Town Council for citizen's time at this evening's meeting.

VII. CONSENT AGENDA

Vice Mayor Gallagher asked to pull the Town Administration Report from the Consent Agenda.

Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items A: 1-5, B: 2-5 and C: 1-5. Councilmember Luersen seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.

Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Capossela

Absent: Councilmember Beyene

After the discussion on the Administration Report, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Item B:1. Councilmember Luersen seconded the motion. The motion carried.**

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.

Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Capossela

Absent: Councilmember Beyene

A. Minute Approval

1. Mayor and Council - Special Meeting: October 27, 2025 6 PM
2. Mayor and Council - Monthly Work Session: October 27, 2025 7 PM
3. Mayor and Council - Strategic Planning Meeting: November 1, 2025 8 AM
4. Mayor and Council - Regular Meeting: November 3, 2025 7 PM
5. Mayor and Council - Special Meeting: November 12, 2025 6 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

Vice Mayor Gallagher asked for the Town Manager to give an update on the franchise agreement. Town Manager Emily Kyriazi stated that she spoke with Comcast and Verizon. She stated that the Town has the draft agreement from Comcast. She stated that she also spoke with Verizon. She shared that Verizon will be sending over their draft agreement. She stated that she wanted to make the Council aware that Verizon said that there will be no additional build out. She shared that the service is only available where customers have current service with Verizon. She stated that she will provide the draft agreements once she receives them. A short discussion followed.

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VIII. AGENDA ITEMS

1. Planning Commission Vacancy

As discussed earlier in the evening, this item was deferred to the December 18th Work Session.

2. Resolution #2025-012: Budget Amendment

Mayor Pater asked Town Treasurer Roberto Gonzalez to give a brief explanation on the Resolution. Mr. Gonzalez stated that the budget amendment is for the final costs for the Town Park sidewalk project. Mr. Gonzalez distributed the figures on the total cost of the project, as requested by Council from the last Work Session.

With no further discussion or questions, **Councilmember Pasanello moved that the Haymarket Town Council approved an amendment to the fiscal year 2025-2026 budget as designated by Resolution #2025-012. Councilmember Baker seconded the motion. The motion carried by a roll call vote.**

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

3. 2026 Meeting Schedule

Town Clerk Kim Henry presented the 2026 meeting schedule for Council review. Councilmember Pasanello suggested that the Council consider changing their December Work Session prior to December 28th since there will be a new Council as of January 1, 2027. He stated that this would give ample time to orientate any new Councilmembers prior to their Organizational meeting in January. Town Manager Kyriazi suggested December 21 as the Work Session. There was no objection to the December Work Session date change.

4. Draft Amended Strategic Plan and Top 10 Priorities

Town Manager Emily Kyriazi presented the draft amended strategic plan for review. She stated that after the review, the Council could adopt the amended plan at their January meeting. She shared that staff will publish the plan and ask for any feedback from the citizens. She also provided the top ten priorities of Council. A discussion followed on the subject. The Town

Manager suggested that she provide information on the top two priorities as a footnote and a footnote with an explanation of the rankings. She stated that she will carry this to the December 18th Work Session for final review prior to asking for public input.

5. REZ#2025-001: Rezoning Application for 14600 Washington Street Referral to Planning Commission

Mayor Pater shared that the Town Council needs to refer the application to the Planning Commission. She asked Town Manager Kyriazi to provide any additional information. Town Manager Kyriazi shared that the agenda packet was large because she put all the documents regarding the application in the packet in an effort to be transparent to the community so that they can start to understand what the application means, what the applicant is proposing and the process of it. She stated that she is asking for the Council to authorize the Planning Commission to begin their review of the rezoning application for 14600 Washington Street; a rezoning for a 58 unit townhouse community on 7.75 acres of the property. A portion of the property will remain as B-1, which encompasses the majority of the old school building and the businesses within that portion of the building. She stated that, although she can answer general questions, the purpose is for the Council to take action and refer this application to the Planning Commission for them to set a public hearing. There was a brief explanation from Mrs. Kyriazi on the general layout of the property and the possibility of having a community center using an existing structure. Mrs. Kyriazi also shared that this application is the only complete and paid for application regarding the property at this time. There was also a question on the time line for ruling on the application. Mrs. Kyriazi shared that the application will go before the Planning Commission at their next meeting on December 9th, in which they will set the public hearing date. She shared that the public hearing would be at their January meeting. At the public hearing, they will take comments from the public and speak with the applicant. After their deliberation, they will make a recommendation to the Town Council. A public hearing date will be set by the Town Council with same procedures as the Planning Commission. After the public comments and discussion with the applicant, the Council will deliberate on the application and make a decision. If Council denies the application, the applicant could appeal the decision to the circuit court within 30 days of the decision. Mrs. Kyriazi stated that she will have a definitive timeline for the December 18th work session.

Councilmember Baker moved that the Haymarket Town Council refer the Schoolhouse Commons rezoning REZ#2025-001 application to the Town of Haymarket Planning Commission for review. Vice Mayor Gallagher seconded the motion. The motion carried.

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

IX. COUNCILMEMBER TIME

1. Vice Mayor Gallagher

Vice Mayor Gallagher commended the staff and everyone involved with Haymarket Day. He stated that he heard nothing but positive things. He said it was great to see the representation in the parade and to see the winners at this evening's meeting. He stated that he is looking to see everyone at the Holiday event on December 13th. Lastly, he wished everyone a safe and happy holiday season.

2. Councilmember Luerssen

Councilmember Luerssen stated he repeats everything the Vice Mayor said about the events. He shared he is looking forward to the Holiday Event on December 13th.

3. Councilmember Pasanello

Councilmember Pasanello thanked Scout Troop #924 for keeping Haymarket clean on Haymarket Day. He also congratulated Councilmember Capossela on his first official meeting. He reminded everyone about Operation Santa Claus on December 6th. Councilmember Pasanello asked staff to invite the owner of Contemporary Music Center to a future meeting for the business spotlight. Lastly, he wished everyone the happiest of holidays.

4. Councilmember Beyene

Councilmember Beyene was not present and did not have a written report.

5. Councilmember Baker

Councilmember Baker thanked everyone for attending this evening's meeting. He also thanked the Event Coordinator and Town Manager for their hard work on the events. He especially thanked Town Maintenance Matt Burrows for all his hard work in getting the Town decorated for the holidays.

6. Councilmember Capossela

Councilmember Capossela congratulated the staff on the success of Haymarket Day. He challenged everyone this holiday season to be kind and enjoy the season.

7. Mayor Pater

Mayor Pater started her report with wishing the Haymarket Police Department the best of luck with the upcoming accreditation process later in the week. She continued with wishing that everyone had a nice Thanksgiving holiday. She encouraged everyone to reach out to those who may be alone this holiday season. She thanked staff for all their hard work, especially this time of the year. She thanked those serving in the military so that we can enjoy the freedom to celebrate the holidays with our families. Lastly, she wished everyone a happy holiday.

X. ADJOURNMENT

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

Motion made by Vice Mayor Gallagher, Seconded by Councilmember Pasanello.

Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Capossela
Absent: Councilmember Beyene