



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of Council
Re: Appointment of Charter Employees

Background: The Haymarket Town Charter set forth requirements for the appointment of certain employees at the Council's first meeting in March. Article III, § 1 of the Charter reads:

Article III, §1 Haymarket Town Charter

(13) There shall be appointed by the council at its first meeting in March, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two years. The council may provide a salary for the treasurer. The treasurer shall give such bond, with surety and in such penalty as the council prescribes. The treasurer shall receive all money belonging to the town, and keep correct accounts of all receipts from all sources and of all expenditures of all departments. The treasurer shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

(16) There shall be appointed by the council, at its first regular meeting in March after its election, a clerk of the council, who need not be a resident of the town, and who shall hold office at the pleasure of the council. The clerk shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. The clerk shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. The clerk's compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

(17) There shall be appointed by the council at its first regular meeting in March or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. The town sergeant's duties shall be such as the council prescribes. The town sergeant shall be vested with the powers of a conservator of the peace. The town sergeant's compensation shall be fixed by the council.

Draft Motion:

Pursuant to Article III §1-13 of the Haymarket Town Charter, I move that the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer; And

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Pursuant to Article III, §1-16 of the Haymarket Town Charter, I move that the Haymarket Town Council appoint Kimberly Henry as the Haymarket Clerk of Council; And

Pursuant to Article III, § 1-17 of the Haymarket Town Charter, I move that the Haymarket Town Council appoint Edgar Allen Sibert as the Haymarket Chief of Police.

Or Alternate Motion.