



# TOWN COUNCIL REGULAR MONTHLY MEETING

Monday, July 01, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

---

## MINUTES

---

### I. CALL TO ORDER

**A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7:00 PM.**

**Mayor Kenneth Luersen called the meeting to order.**

#### PRESENT

Councilmember Alexander Beyene  
Mayor Ken Luersen  
Councilmember Joe Pasanello  
Vice Mayor Tracylynn Pater  
Councilmember Mary Ramirez  
Councilmember Marchant Schneider

#### ABSENT

Councilmember Matthew Gallagher

Roll Call

### II. PLEDGE OF ALLEGIANCE Troop #9525

**Mayor Luersen invited Girl Scout Troop #9525 to the dais to lead in the Pledge of Allegiance.**

### III. INVOCATION: Brian Johnson, Haymarket Church

Mayor Luersen invited Pastor Brian Johnson from Haymarket Church to the podium to give the evening's invocation.

### IV. CITIZENS TIME

There were no citizen's present at this meeting.

### V. RECOGNITION OF OFFICER JOE COPPAGE

Town Manager Emily Kyriazi read into the record 2 letters from Chief of Police Al Sibert, who was not physically present at this evening's meeting, recognizing Officer Coppage and Officer Watson commending them on a job well done regarding an incident that took place on June 11th. Chief Sibert's first letter of commendation explained the incident and how Officer Coppage stepped up to de-escalate the problem. On behalf of the Town Council, the Town Manager and the entire Police Department, Chief Sibert congratulated Officer Coppage's dedication and commitment to the Haymarket Community. Town Manager Kyriazi proceeded with reading the letter of commendation

for Officer Matt Watson. The letter also referred to the same incident on June 11th and how Officer Watson handled the situation in the most professional manner and helping Officer Coppage calm the individual down. On behalf of the Town Council, the Town Manager and the entire Police Department, Chief Sibert congratulated Officer Watson for his dedication and commitment to the community. Town Manager Kyriazi handed the floor over to Chief Sibert who was in attendance via Zoom.

Chief Sibert thanked both Officer Coppage and Officer Watson apologized that he was not able to attend in person. He thanked them for the job that they do everyday and their exceptional performance. He stated that he appreciate the time and effort that both officers put into this call in order to get the proper help for the individual involved.

## **VII. CONSENT AGENDA**

Mayor Luersen asked if Council would like to pull any reports from the Consent Agenda.

After the requested reports pulled, **Councilmember Pasanello moved to adopt Consent Agenda Items A: 1-3, B: 3-5 and C: 2-5. Vice Mayor Pater seconded the motion. The motion carried.**

**After the discussion of the pulled reports, Councilmember Pasanello moved to adopt Consent Agenda Items B: 1-2 and C:1. Vice Mayor Pater seconded the motion. The motion carried.**

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

Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider

### **A. Minute Approval**

1. Mayor and Council – Work Session – 052824
2. Mayor and Council – Regular Meeting – 060324
3. Mayor and Council - Special Meeting - 061724

### **B. Department Reports**

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

#### **Department Reports**

1. Town Administration Report

Councilmember Ramirez asked questions on the Town's GoGov App that is rolling out. She stated that she saw there was no direct way for the citizens to contact the staff through the App. Town Manager Kyriazi stated that in order to have the capability for the public to communicate with Town staff, it would require adding an additional applet. Mrs. Kyriazi stated that staff could check in to see what the additional cost would be to add that feature to the App. Councilmember Ramirez also asked about the Communication Plan and suggested that the Town provide more advance notice on items such as the recent new trash service and the exchanging of the trash cans by using different formats. She also shared information about the Small Towns Conference

that she recently attended and shared that she would like to utilize two of the speakers from the Conference for a Town's strategic planning and organizational meeting. She thanked the Town Council for giving her the opportunity to attend. Councilmember Ramirez also asked for an update on the Verizon lines that were down and a time line on when they will have it resolved. Town Manager Kyriazi stated that Town Maintenance Matt Burrows has been staying on top with Verizon to get the matter resolved. There was a question on how updates were communicated to the community during that time. Mrs. Kyriazi stated that Chief Sibert took the lead and posting regular updates through social media platforms.

Councilmember Pasanello asked Town Manager Kyriazi to share the most recent updates on the Town Park sidewalk. Mrs. Kyriazi stated that she was notified by VDOT that sidewalk was approved, all the site plans are complete, the turn lane and crosswalk was approved. She shared that she will be working with the Town Engineer to post a notice to proceed to send to the contractor so that staff can sign the contract. She continued to state that staff will get the deed and plat recorded at the County and construction should start soon. She stated that the Council will need to do a budget amendment at their next regular meeting in order to fund the project. She stated that Town Treasurer Roberto Gonzalez can speak on the subject.

Town Manager Kyriazi addressed the admin report on the storm water assessment report with Prince William County. She gave a brief update on the subject. There was a question on the proffers being completed at Crossroads Village Center with education funding for the schools and fire safety. Mrs. Kyriazi stated that she has a meeting scheduled with Prince William County Fire Chief on the possibility of having the Town Hall as a comfort station. She said she will also reach out to the School Board to start the appropriate conversations. Mrs. Kyriazi gave a brief description on a comfort station. There was a brief discussion on having one member from the Planning Commission serve on the Board of Zoning Appeals. Mrs. Kyriazi stated that the Town Attorney confirmed that to be true. Short discussion followed on the SUP that will be coming before the Town Council at a future meeting, the banner program and Haymarket Day Vendor wait list. There was a brief discussion on the transferring to the new trash company and requests for larger bins. Mrs. Kyriazi stated that she would look into that and bring back more information at the July work session as staff works with American.

Councilmember Beyene asked for any updates on the Town Park building. Mrs. Kyriazi shared that staff met with a company interested in the demolition project. She announced that at the end of July would be a bid meeting for anyone interested in submitting a bid. She shared that August 12th is the deadline for the bid packets to be submitted. She also shared that she is working on the architectural RFP and will have updates at a future meeting. There was a question on the strategic planning priorities. Mrs. Kyriazi stated that a financial advisor will be at the next Town Council work session to discuss financial options.

Mayor Luersen asked if Councilmember Ramirez and Town Manager Kyriazi provide a written summary on the Small Town Conference with information they received and would like to implement in the Town.

## 2. Town Treasurer

Councilmember Schneider asked if the Town Council could schedule some meetings in September to put a plan together once they have the meeting with the financial advisor at the July work session. He asked staff to propose some tentative dates at the work session. A discussion followed on the subject of the financial options that will be presented to the Town at the July work session. Town Treasurer Roberto Gonzalez stated that since the sidewalk project is now going forward, he will need to amend the budget. He shared that since it is over the 1% threshold, the Town Council will need to hold a public hearing. Mr. Gonzalez asked if he could

advertise for public hearing at the July work session. A short discussion followed with a consensus to proceed with the public notice.

3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

**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 Vacancies

Town Clerk Kim Henry stated that the first appointment is for the re-appoint of Pankaj Singla to the Planning Commission to a four year term beginning July 1, 2024 and expiring June 30, 2028.

**Councilmember Beyene moved to re-appoint Pankaj Singla to the Haymarket Planning Commission to a four year term beginning July 1, 2024 and expiring June 30, 2028. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Beyene, Seconded by Vice Mayor Pater.  
Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater,  
Councilmember Ramirez, Councilmember Schneider**

Town Clerk Kim Henry stated that next appointment was to fill the vacant seat once held by Rob Hallet who's term expired on June 30, 2024. She stated there is one applicant.

**Councilmember Beyene moved that the Haymarket Town Council appoint Justin Baker to the Haymarket Planning Commission for a four year term beginning July 1, 2024 and expiring June 30, 2028. The motion carried by a roll call vote.**

**Motion made by Councilmember Beyene, Seconded by Councilmember Ramirez,  
Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater,  
Councilmember Ramirez, Councilmember Schneider**

Motion made by Councilmember Beyene, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater,  
Councilmember Ramirez, Councilmember Schneider

Motion made by Councilmember Beyene, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater,  
Councilmember Ramirez, Councilmember Schneider

2. Resolution #2024-004

Town Planner Thomas Britt shared that while working with some developers that the Town's historic resource in the Comprehensive Plan was not current. He shared that he has brought the update to the Planning Commission and at their last meeting recommended approval to the Town Council. Mr. Britt stated that a public hearing will be needed and asked for a directive to hold the public hearing at the August Town Council meeting. The Council gave the directive to proceed.

3. Ordinance #2024-002

Town Planner Thomas Britt shared that the Ordinance is on outstanding requirements by DEQ on the Chesapeake Bay Preservation Act showing plat requirements in the Zoning Ordinance. He stated that the Planning Commission held their public hearing and recommended approval to the Town Council. Mr. Britt asked to hold a public hearing at the August meeting on this item. The Council directed Mr. Britt to proceed.

Town Clerk Kim Henry asked since the Town Council directed Mr. Gonzalez to proceed with the Budget Amendment public hearing at the July work session, if they would like the public hearing on this item and the previous item also at the July Work Session. A short discussion followed with the Town Council directing staff to schedule the public hearings for the July Work Session. Town Manager Emily Kyriazi asked if Council would like to have a 6 pm start time to give the financial advisor time to speak. There was a consensus to have a 6 pm start time.

4. Snow Removal Policy

Town Manager Emily Kyriazi shared that after the discussion at the previous meeting with the Town Attorney on the draft policy, she would like to hold the public hearing at the July Work Session along with the other public hearing items. She provided a clean version of the policy with an attached map. A discussion followed on the map and being in communication with the contractor to let them know what the Town is taking responsibility for. There was also a discussion on how the staff would communicate the modification or extension of the time period. Mrs. Kyriazi stated that staff would use the established means of communication through social media, the website and the GoGov app and also implement the police department to notify the citizens while on patrol.

5. Veteran Banner Program Discussion

Town Manager Emily Kyriazi shared that recently staff has received a lot of feedback from the community regarding the veterans banner program. She stated that there has been some interested parties wanting to purchase a banner or parties that have purchased a banner but has been damaged. She stated that the Town has not establish a replacement program. She proposed that staff hang up all the banners that are in good working order for Veteran's Day. In the meantime, staff will work on developing a new program to start in 2025 with a full outline of criteria, schedules and replacement program for damaged banners going forward. She shared that staff would like to make these modifications in order to run a better program. Mrs. Kyriazi also shared that she would like to have the information available for Haymarket Day. A discussion followed. Mrs. Kyriazi stated that staff will work on a draft and present it at a future meeting.

## **IX. COUNCILMEMBER TIME**

1. Mayor Luersen

Mayor Luersen shared he attended the Ribbon Cutting for a new business, Ace Granite located in Leaberry Way. He thanked them for their hospitality. He also shared that his monthly Mayor's walk is scheduled for July 13th.

2. Vice Mayor Pater

Vice Mayor Pater thanked the police officers that were recognized earlier in the meeting for their dedication and actions to our community. She shared the dates for the Blood Drive and Womens Self Defense Class. She also shared that the next Business Roundtable is scheduled for July 23rd.

3. Councilmember Beyene

Councilmember Beyene did not have anything to report.

4. Councilmember Pasanello

Councilmember Pasanello complimented the police officers that were recognized earlier in the evening. He also thanked the members of the audience who attended the evening's meeting.

5. Councilmember Schneider

Councilmember Schneider shared that his daughter finished her Eagle Scout Project at Haymarket Baptist Church. He shared that she installed a free food pantry and invited everyone to visit it and take advantage of the opportunity, if needed.

6. Councilmember Ramirez

Councilmember Ramirez thanked the officers that were recognized earlier in the evening.

7. Councilmember Gallagher

Councilmember Gallagher was not present and did not have a written report to submit.

**X. ADJOURNMENT**

**With no further business before the Town Council, Councilmember Pasanello moved to adjourn with a second by Councilmember Ramirez. The motion carried.**

Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Beyene, Councilmember Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider

Submitted by:

Approved by:

---

Kimberly Henry, Clerk of Council

---

Kenneth Luersen, Mayor