



# TOWN COUNCIL – WORK SESSION MEETING

Monday, February 24, 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 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.

In accordance with Virginia State Code § 2.2-3708.3(B)1 and the Town of Haymarket's adopted remote participation policy, Mayor TracyLynn Pater attended the meeting remotely from her home through electronic communication means due to personal reasons that prevented her from physically attending the meeting.

Vice Mayor Gallagher called the meeting to order.

#### PRESENT

Mayor TracyLynn Pater - attended remotely through electronic means  
Vice Mayor Matthew Gallagher  
Councilmember Joe Pasanello  
Councilmember Mary Ramirez  
Councilmember Alexander Beyene  
Councilmember Ken Luersen  
Councilmember Justin Baker

### II. PLEDGE OF ALLEGIANCE

Vice Mayor Gallagher invited everyone to stand for the Pledge of Allegiance.

### III. CLOSED SESSION

#### 1. Motion to go into Closed Session

Councilmember Beyene moved that the Haymarket Town Council go into Closed Session Pursuant to Virginia Code § 2.2-3711(A)(1): A personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Attorney. Councilmember Ramirez seconded the motion. The motion carried.

Motion made by Councilmember Beyene, Seconded by Councilmember Ramirez.  
Voting Yea: Vice Mayor Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen, Councilmember Baker

2. Certification

**Councilmember Beyene moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.**

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

3. Directive or Motion from Closed Session

**With no objections, Vice Mayor Gallagher directed staff to perform the actions as discussed in the Closed Session.**

At this time, Mayor Pater left the meeting.

#### **IV. AGENDA ITEMS**

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report for Council review. He shared other than a few revenues coming in higher than expected, everything else is progressing as expected. Mr. Gonzalez also shared that he is currently reviewing the FY23 annual comprehensive financial report (CAFR) so that the financial analysis can be started. A short discussion followed on the subject. There was a question if the analysis would be ready in time for the FY26 budget work session season. Mr. Gonzalez stated that it he hopes to have it soon.

2. FY26 Budget Schedule

Town Treasurer Roberto Gonzalez distributed the FY26 budget work session and public hearing schedule for review. Mr. Gonzalez requested that the Town Council give the directive at the next regular meeting to proceed with the public notice for a public hearing on April 7 for the FY26 tax rate and fee schedule and for a public hearing on the FY26 budget for May 5th. Mr. Gonzalez stated that the plan is to have the budget adopted at the June regular meeting as opposed to waiting until the last minute. A discussion followed on the subject.

3. Town Treasurer, Town Clerk and Chief of Police Appointments Discussion

Town Manager Emily Kyriazi stated that the appointment of Charter employees will be at the March 3 regular monthly meeting. She shared the memo in the packet is for review so that everyone is aware of the action that needs to take place at the next meeting.

4. Policies and Procedures Discussion

Town Manager Emily Kyriazi stated that in the fall of 2024, a discussion started on the policies and procedures and possible edits that were needed to the document. Mrs. Kyriazi asked for everyone to review the document and provide any suggested edits. She pointed out the section regarding committees and stated that this section needed more clarification on liaison positions

and responsibilities. She asked that each liaison draft a description of what their responsibilities are. A discussion followed on the subject regarding liaison meeting agenda and reporting.

5. Discussion of Design and RFP for Park Pavilion

Town Manager Emily Kyriazi shared that she would like to work on a draft RFP for the design of the park pavilion. She asked direction from the Council on whether they would like to do a design/build RFP or just a design RFP. A short discussion followed. The Town Council asked for her to come back with pros and cons on both options. They also asked for staff to provide the recommendations from the Architectural Review Board to review so that it can be discussed with the design.

**V. ADJOURNMENT**

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

**Motion made by Councilmember Luersen, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene,  
Councilmember Luersen, Councilmember Baker**