



# TOWN COUNCIL PUBLIC HEARING/ORGANIZATIONAL MEETING

Monday, January 13, 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

An Organizational/Regular Monthly Meeting of the Mayor and 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 Matthew Gallagher  
Councilmember Alexander Beyene  
Councilmember Ken Luersen  
Councilmember Mary Ramirez  
Councilmember Justin Baker

#### ABSENT

Councilmember Joe Pasanello

### II. PLEDGE OF ALLEGIANCE

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

### III. INVOCATION: BRIAN JOHNSON - HAYMARKET CHURCH

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

### IV. COMMUNITY SPOTLIGHT: SARAH FORD - WILLING WARRIORS

Mayor Pater invited Sarah Ford, Executive Director from Willing Warriors, to the podium for the evening's community spotlight. Ms. Ford introduced Larry Zilliox, Team Leader for the Visiting Chef Program who attended the meeting with her. She gave an update on the Warrior Retreat at Bull Run. She said that it's an honor to share the love in this community with wounded warriors and their families. She said that they host the wounded and injured military service members and their families for respite stays. Ms. Ford shared that the Grand Lodge has opened since the last time she came. She invited the Town Council to come and tour the lodge. She also said that Chef Zilliox is in charge of another program called Operation Save the Number. Chef Zilliox brought brochures explaining the program to help prevent suicide. She stated when the warriors come to the retreat, they feel the love in the community with the services provided and gift cards during their stay. In conclusion, Ms. Ford thanked the Town Council for inviting them and once again invited them to tour the retreat and grand lodge.

## V. PUBLIC HEARING: RESOLUTION #2025-001 - BUDGET AMENDMENT

Mayor Pater stated that since the meeting had to be rescheduled, the public hearing needs to be taken off this evening's agenda and readvertised in order to give proper notification to the public.

1. PUBLIC NOTICE
2. STAFF REPORT
3. CITIZEN COMMENT
4. CLOSE PUBLIC HEARING

## VI. CITIZENS TIME

There were no citizens wishing to address the Town Council during citizens time at this evening's meeting.

## VII. ORGANIZATIONAL ITEMS

### 1. APPOINTMENT OF VICE MAYOR

Mayor Pater stated that the Town Council needed to appoint a Vice Mayor. Councilmember Luersen nominated Matt Gallagher for Vice Mayor. Councilmember Ramirez seconded the nomination.

With no other nominations, Councilmember Baker moved to close the nominations. Councilmember Ramirez seconded the motion. The motion carried.

**Councilmember Luersen moved to appoint Matt Gallagher for Vice Mayor. Councilmember Ramirez seconded the motion. The motion carried.**

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

### 2. APPOINTMENT OF LIAISONS

Mayor Pater stated that the first appointment was for the 2 Finance Liaisons. Vice Mayor Gallagher nominated Alexander Beyene as the finance liaison. Councilmember Luersen seconded the motion. Councilmember Luersen nominated Joe Pasanello as the other finance liaison. Councilmember Beyene seconded the motion.

With no other nominations, Councilmember Luersen moved to close the nominations with a second by Vice Mayor Gallagher. The motion carried.

**Councilmember Luersen moved to appoint Councilmembers Beyene and Pasanello as the finance liaisons. Vice Mayor Gallagher seconded the motion. The motion carried.**

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

Mayor Pater stated that the Town Council needed to appoint a liaison to the Architectural Review Board.

Councilmember Ramirez nominated Ken Luersen as the liaison to the Architectural Review Board. Councilmember Beyene seconded the nomination. With no other nominations, Vice Mayor Gallagher moved to close the nominations seconded by Councilmember Ramirez.

**Councilmember Ramirez moved to appoint Ken Luersen as the Architectural Review Board liaison. Councilmember Beyene seconded the motion. The motion carried.**

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

Mayor Pater stated the next liaison appointment was the Business liaison. Councilmember Ramirez nominated Matt Gallagher as the Business Liaison. Councilmember Beyene seconded the nomination. With no other nominations, Councilmember Ramirez moved to close the nominations seconded by Councilmember Luersen.

**Councilmember Ramirez moved to appoint Matt Gallagher as the Business Liaison. Councilmember Luersen seconded the motion. The motion carried.**

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

Mayor Pater stated that the next appointment was for Planning Commission Liaison.

Councilmember Luersen nominated Justin Baker as the Planning Commission Liaison. Vice Mayor Gallagher seconded the motion. The no other nominations, Councilmember Luersen moved to close the nominations seconded by Vice Mayor Gallagher.

**Councilmember Luersen moved to appoint Justin Baker as the Planning Commission liaison. Councilmember Beyene seconded the motion The motion carried.**

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

Mayor Pater stated that the last appointment was for the Community Outreach Liaison. Vice Mayor Gallagher nominated Mary Ramirez as the Community Outreach Liaison. Councilmember Luersen seconded the nomination. With no other nominations, Vice Mayor Gallagher moved to close the nominations seconded by Councilmember Luersen.

**Vice Mayor Gallagher moved to appoint Mary Ramirez as the Community Outreach liaison. Councilmember Baker seconded the motion. The motion carried.**

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

### 3. REVIEW OF POLICIES AND PROCEDURES

Mayor Pater asked for the Town Council to review the Policies and Procedures that was provided in the agenda for further discussion at the January Work Session for any changes. Councilmember Ramirez referenced Section 6-7: Procedural Motions: item 5a - discussion of laying an item on the table. She asked for staff to find out the time limit that an item can lay on the table.

## VIII. CONSENT AGENDA

**Vice Mayor Gallagher moved that the Haymarket Town Council adopt Consent Agenda Items A:1-2 and B: 2-5. Councilmember Ramirez seconded the motion. The motion carried. Motion made by Vice Mayor Gallagher, Seconded by Councilmember Ramirez. Voting Yea: Vice Mayor Gallagher, Councilmember Beyene, Councilmember Luersen, Councilmember Ramirez, Councilmember Baker**

**After the discussion of the Town Administration Report, Councilmember Luersen moved to adopt Consent Agenda Item B:1 seconded by Councilmember Ramirez. The motion carried.**

**Motion made by Councilmember Luersen, Seconded by Councilmember Ramirez Voting Yea; Vice Mayor Gallagher, Councilmember Beyene, Councilmember Luersen, Councilmember Ramirez, Councilmember Baker**

#### A. Minute Approval

1. Mayor and Council – Work Session – November 18, 2024
2. Mayor and Council – Public Hearing/Regular Meeting – December 2, 2024

#### B. Department Reports

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

##### 1. Town Administration Report

Councilmember Beyene asked for a progress report on the Town Park sidewalk project. Acting Town Manager Roberto Gonzalez provided an update by stating that staff has signed off on the change order for the millwork to include some additional work. He stated because of the cold temperatures, that work is on hold for the time being. He also stated that the contractor is still waiting on the light poles to be delivered. He continued to state that once the paving is complete, the new crosswalk will be the next thing to address.

Councilmember Luersen asked about any information on the demolition of the park building and the new design concept for the pavilion. Mr. Gonzalez shared that staff had their initial meeting with the contractor on the demo and have moved onto the permitting phase. Mr. Gonzalez shared that once the contractor has the permit staff will meet with him and will be able to provide a schedule of the next steps to the Council. Mr. Gonzalez stated that regarding the pavilion, the Town Council still needs to meet and come up with a vision of the next phase prior to putting an RFP together. Mr. Gonzalez stated that the discussion could be held at the January work session. The Town Council decided that the discussion on this subject should be with a full Council. They decided to put this item on the February agenda to ensure all of Council will be present for discussion.

## IX. AGENDA ITEMS

### 1. PLANNING COMMISSION VACANCY APPOINTMENT

Mayor Pater shared that the Town Council needs to fill the Planning Commission vacancy by appointment. Town Clerk Kim Henry shared that there was one applicant who was interested in the vacancy. She stated that he is also interested in serving on the Architectural Review Board as the Planning Commission liaison. Ms. Henry introduced Dave Caposella to the podium for any questions from the Town Council. Mr. Caposella introduced himself, a brief history of being a Haymarket resident and his desire to serve on the Planning Commission. Ms. Henry shared that Mr. Caposella will be filling the vacant seat of Justin Baker who's term expires June 30, 2028.

**Vice Mayor Gallagher moved that the Haymarket Town Council appoint David Caposella to the Haymarket Planning Commission filling the unexpired term of Justin Baker beginning January 13, 2025 with his term expiring June 30, 2028. Councilmember Ramirez seconded the motion. The motion carried.**

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

### 2. BOARD OF ZONING APPEALS APPOINTMENT

Mayor Pater stated that the Town Council will need to recommend appointment of the Board of Zoning Appeals vacancy seat. Ms. Pater asked Town Clerk Kim Henry for updates. Ms. Henry shared that Councilmember Baker served on the Board of Zoning Appeals until his election in November. She stated that Jerome Gonzalez from the Planning Commission expressed an interest in filling the vacancy. Ms. Henry stated that his term would begin February 1, 2025 and would expire January 31, 2030. There was a question if there was a conflict if Mr. Gonzalez served on both the Planning Commission and the Board of Zoning Appeals. Ms. Henry stated that there would not be a conflict.

**Councilmember Ramirez moved that the Haymarket Town Council recommend Jerome Gonzalez to serve on the Haymarket Board of Zoning Appeals with a term beginning February 1, 2025 and expiring January 31, 2030. Councilmember Beyene seconded the motion. The motion carried.**

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

### 3. CONSIDERATION OF SUP #2024-001: CHICK FIL-A DRIVE THRU EXPANSION

Mayor Pater asked Town Planner Thomas Britt for any updates on this application. Mr. Britt stated that read into the record that at the December 2, 2024 Public Hearing, there was a discussion with the applicant to continue and defer the item until the January 6th regular meeting. The applicant was in agreement with the extension. Due to inclement weather, the Town Council had to reschedule their meeting to January 13th. He stated that he communicated with the applicant through email of the rescheduling of the meeting. The applicant did not have

any issues or concerns with the rescheduling of the meeting. Town Staff kept the applicant informed of the rescheduling date. He stated that the applicant is present at this evening's meeting. Mr. Britt gave the updates that the Town Council heard at the work session earlier that evening, a couple updates on his staff report and his recommendation to the Town Council. Mr. Britt shared that he wanted to ensure that all factors were being considered, including emergency vehicle turning and access on the site, the loading and unloading on both the Chick Fil-a and VNB sites and general discussion about traffic patterns on the site even though a traffic study was not required for this application. He stated that he presented the three options to the Fire Marshall for comments. He shared that Fire Marshall preference in the options with the recommended option 3 from the applicant being the last option for the Fire Marshall. Mr. Britt also stated his concerns with the loading and unloading of the Brinks security truck on the bank site. He also referred to staff discussion with the applicant on the landscaping. He stated that a waiver would need to be granted to take away from the 5 foot landscaping buffer between the Chick Fil-a and bank lots. He stated that the Town would be in violation with the zoning ordinance. He stated that the entire project would hinge on the landscaping barrier not being waived. Mr. Britt stated with all of these items being considered, his recommendation was to deny the application. At this time, he invited the applicant to the podium for any questions and discussions.

At this time, Christina Hughes from Bohler Engineering who was representing the applicant stated that after speaking with the applicant between the work session and regular meeting there may be options to consider with the landscaping since Town Staff would not grant the waiver. She asked that the Town Council consider a deferral of the application to give them time to come up with a different plan that would address the landscaping buffer. After a short discussion, the Town Council agreed to defer the application until the March Work Session on March 31, 2025.

4. Resolution #2025-001: Budget Amendment

This item was removed from the Agenda until the February Regular Meeting due to re-advertising the public hearing.

5. DISCUSSION ON VML/VACO 2-5 YEAR BUDGET FORECAST

Town Treasurer Roberto Gonzalez shared that at the recent strategic planning meeting a question was raised on the Town creating a 2-5 year financial forecast report. Mr. Gonzalez stated that Dr. Davis, the strategic planning consultant, suggested that the Town consultant with their financial advisors that would assist with the Town's future financials. Mr. Gonzalez shared that he reached out to VML/VACO for advice since they were able to provide the Town with a benchmark report in July 2024. He shared that the forecasting would be dependent on the Town's CIP. Mr. Gonzalez shared that he recommends going forward with what VML/VACO has offered because of transparency to the citizens on how the Town plans on spending the money not only now but in the next 5 years. He stated that it would also help when it comes to the budget and taxes. Mr. Gonzalez shared that this service is costly at \$14,500.00 He shared that the finance liaisons were in favor proceeding. There was a question between the benchmark discussion in July and the forecasting now. Mr. Gonzalez stated that the benchmark report was showing how much the Town could afford to spend. The forecasting report if using one of the benchmark's scenario on how to maintain it and shows the residents where the Town is spending on the CIP's. Discussion followed on the subject.

**Councilmember Ramirez moved that the Haymarket Town Council give the staff a directive to proceed with the VML/VACO finance forecasting report and be approved for the \$14,500 as stated in the memo with the Town Treasurer signing the document. Councilmember Gallagher seconded the motion. With no further discussion, the motion carried by a roll call vote.**

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

## **X. COUNCILMEMBER TIME**

1. Councilmember Luersen
2. Councilmember Beyene
3. Councilmember Pasanello
4. Councilmember Baker
5. Councilmember Ramirez
6. Councilmember Gallagher
7. Mayor Pater

### 1. Councilmember Luersen

Councilmember Luersen wished everyone a Happy New Year. He stated that hopefully this Council can get a lot accomplished yet staying under budget.

### 2. Councilmember Beyene

Councilmember Beyene wished everyone a Happy New Year.

### 3. Councilmember Pasanello

Councilmember Pasanello was absent and did not provide a written report.

### 4. Councilmember Baker

Councilmember Baker wished everyone a Happy New Year. He thanked everyone for having him on the Town Council and that he looking forward to working with everyone.

### 5. Councilmember Ramirez

Councilmember Ramirez welcomed Councilmember Baker to the Town Council. She stated that she is looking forward to working with everyone for the next 2 years. She also congratulated the staff and Council on how prepared they were in the recent snow storm compared to surrounding area.

### 6. Vice Mayor Gallagher

Vice Mayor Gallagher congratulated everyone on their appointments to the different liaisons. He also thanked the Council for having their trust in him by appointing him as the Vice Mayor. He also congratulated and welcomed Mr. Caposella to the Planning Commission. He also thanked Jerome Gonzalez for filling the BZA vacancy. Lastly, he wished everyone a Happy New Year and stated that he is looking forward for the next two years.

### 7. Mayor Pater

Mayor Pater wished everyone a Happy New Year. She stated that she is excited to be serving as the Mayor for the next two years. She welcomed Councilmember Baker to the Town Council as well as Mr. Caposella to the Planning Commission and Mr. Gonzalez to the BZA. She stated that she had the opportunity to attend the VML Newly Elected Officials Conference and learned a lot from their sessions. Lastly, she thanked the staff for their support.

**XI. ADJOURNMENT**

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

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

Submitted By:

Approved By:

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Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor

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