



TOWN COUNCIL FINANCE LIAISON MEETING

Wednesday, October 15, 2025 at 2:00 PM

Conference Room - 15000 Washington St., STE 100 Haymarket, VA 20169

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

MINUTES

Present: Councilmember Joe Pasanello, Councilmember Alexander Beyene, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Manager Emily Kyriazi called the meeting to order and provided a brief recap of the last meeting.

1. Review of Invoices and check signing:

Staff presented the invoices for review and signatures of checks.

2. Draft Policies

- Procurement Policy, Investment Policy, Conference & Training Policy: Staff presented drafts of the policies. The training policy has not been updated since 2014. Discussion followed on having a separate stand alone policy for Town Council Seminars and Conferences. Discussion also followed on limitations within the budget year. A draft of approval to attend was also presented.

3. Police Department - Chief Updates

Chief Sibert provided information on unclaimed properties that the Department was holding on. He stated that the monies have been handed over to the State. Chief also shared that the 3rd vehicle has been sold. A discussion will take place at the next meeting on the revenues.

4. FY2026 Budget Discussion

Town Treasurer Gonzalez shared that there is nothing out of the ordinary. He stated that the rezoning fees for the QBE property has been deposited. He also shared that he will need to do a Budget Amendment from the Police Department unclaimed monies. He said it is below the 1% so it would not require a public hearing. A Special Meeting will be called for the October 27th meeting to amend the budget.

5. Town Investments

Roberto spoke with VML/VACO Finance about funding the Town Center site plan. This will be a part of the strategic planning meeting on November 1. Mr. Mulroy from VML/VACO will be at the next finance meeting via phone to discuss further.

6. FY25 Audit

Roberto spoke with Robinson Farmer Cox on status of engagement letter. Finance asked if the auditor could come and report on the FY24 audit. Roberto stated that he would check but likely there would be a charge. He stated that he would check on the charge before scheduling.

7. Internship for Asset Management Discussion

Emily shared that staff is moving forward with Gov Pilot.

8. Compensation Study

Special meeting scheduled for October 27 to add line item to budget.

9. Town Owned Structures

Evaluation scheduled for October 27. Will hopefully discuss at next finance meeting.

10. Old Post Office Building

No update at this time.

11. Town Center Site Plan & Interior Building Plans:

There was a discussion on the importance of proceeding with the site plan and to discuss at the November 1 strategic planning meeting. There was also a discussion on going to one entry point by using the Police Department entrance lobby and moving offices around and a service window.

12. Upstairs Tenant Space:

Emily shared that she is getting final quotes on flooring for the offices upstairs.

13. Town Park RFP

Plan to post RFP next week. Needs to be open for 45 days Discussion followed on financing.

14. Youth in Government

There was a discussion on funding the program, other options and who would champion the project.

15. Other/New Items:

Emily gave updates on getting ADA accessibility to the website. Staff is working with Civic Plus.

16. Proposed Meeting Dates for October/November

Staff and Liaisons discussed dates for upcoming meetings and the Strategic Planning meeting on November 1