



TOWN COUNCIL – WORK SESSION MEETING

Monday, September 29, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Monthly 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.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

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

III. TOWN MANAGER REPORT

1. Monthly Report

Mayor Pater invited Town Manager Emily Kyriazi to the podium to give the monthly Town Manager's report. Town Manager Kyriazi updated the Town Council on several items to include:

1. Staff is still working on the RFP to close out the sidewalk project at the Town Park. She shared that the Town Attorney will be recording the plat and deed. She also shared that the Town Engineer will be addressing the chips in the sidewalk with the contractor. The contractor will be submitting their as-builts in the near future. Discussion followed on the financials and the standards of the color of the stamped concrete on the project.
2. Update on Storm Water Assessment Program. Staff recently had a grant follow up meeting with the County and survey work will begin. She shared that this project is moving along very well focusing on areas 1 and 2 - the Fayette and Jefferson Streets corridor.
3. Strategic Planning Meeting on November 1, 2025 8 am-12 pm. Dr. Stephanie Davis from Virginia Tech will be here to discuss one year in review and bring forth any revisions or amendments.
4. Website redesign agreement has been signed with CivicPlus. Updates will be coming in the near future.
5. Planning and Architectural Engineering RFP on Park Pavilion is being worked on with the Town Attorney so that it can be sent out by October 14th.
6. Prince William County has given approval for Haymarket Police Department to use the training facility. Discussion followed on the CXO meetings with the Town Managers. Mrs. Kyriazi shared that at the last meeting she brought up her concerns of the Washington Street/Jefferson

Street intersection with the new 250 townhouses planned construction on Heathcote and Old Carolina. She asked for a future meeting with the County to speak on the potential traffic issues at the intersection.

7. Updates on maintenance work on the Town Hall building and other Town owned buildings.

8. Storm water concern at Robinson Paradise. Mrs. Kyriazi shared that staff is still waiting on the geotechnical report from D.R. Horton. She shared that bonds have not been released.

9. Draft franchise agreement from Comcast. Mrs. Kyriazi shared that she has also reached out to Verizon regarding a franchise agreement.

10. Staff is working on procurement, investment and travel and conference policy amendments that will be coming before Council in the future.

11. Land Use updates. Largest one currently is the Chick Fil-a SUP for drive through expansion, site plan for storage lot behind Sheetz, last submission for Karter School site plan, and 2 single family homes at the end of Fayette Street. A discussion followed on the subject of projects and bonds.

12. Nothing new to report with the office of clerk or maintenance subject items.

13. Events. Staff has marked the spaces for Haymarket Day. Based on the new layout, additional spaces have opened up. Event Coordinator Julia Crofford is looking for more volunteers for the day.

14. Real Estate tax bills are going out by early October.

15. Details on this year's Christmas Ornament was shared.

16. The staff is still accepting applications for the Military Banner program. Deputy Clerk Alexandra Elswick shared that there are approximately 20 spots still open.

IV. CHIEF OF POLICE REPORT

1. Monthly Report

Chief of Police Al Sibert gave his monthly report to the Town Council. Items included are:

1. Calls for Service was up a little bit at 163. Chief Sibert shared that there were no real concerns.

2. Business checks and residential enhance patrols are up, which is good.

3. Response time remain static.

4. Traffic Stops were at 130 with 59 summons and 91 warnings written during those stops.

5. No changes on DMV grant reporting for the quarter. Grant for FY26 has been approved and contract has been signed. New grant to start October 1.

6. Out of Town calls for service was up a little bit.

7. Traffic data was given.

8. Community safety cameras are all operational.

9. New officer has started.

10. Stop the Bleed training date was given for Council and staff.

11. Upcoming event dates were given.

Discussion continued on speed enforcement and the traffic data from the cameras.

V. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided updates on the Monthly financial report. He shared that the town is at the 25% mark of the current budget. He stated that all of the Real Estate tax bills have been entered and Council will start and see payments come in. He also provided all line items are looking on target and some are stronger than anticipated. Mr. Gonzalez provided updates on rental income and event sponsorships. He also shared the revenues from the recently sold police cruisers. A question was asked if there anything of concern on the budget

since the town is 3 months in. Mr. Gonzalez shared that there is nothing of concern at this time. He shared that the only thing that may come up is additional maintenance work of some of the town owned buildings. He also shared that the recent audits have come back with a positive outcome. Mr. Gonzalez stated that he is working on creating a investment policy following state regulations.

2. Ordinance #2025-002: Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that Haymarket Day is the biggest event and most attended event of the year for Haymarket. He shared that, in previous years, the Town Council adopted an ordinance to waive meals tax for all food vendors and restaurants for Saturday and Sunday of Haymarket Day. A brief discussion followed on informing the businesses and the consumers of the tax free weekend.

3. Outdoor Event Ordinance

Town Manager Emily Kyriazi provided the clean final draft of the Outdoor Event Ordinance. She shared that this ordinance has been discussed in detail. However, there was a recent event that took place that the ordinance did not address. She shared that there needs to be something in the ordinance that would allow the Town Manager and the Chief of Police to quickly adapt to community request to hold an event within a very short timeline. She shared that the staff recently had a request to hold a public vigil at the Town park. She shared that she would like to ensure the the Outdoor Events Ordinance addresses those types of scenarios so that staff is able to act quickly on the request. Mrs. Kyriazi asked for direction from Council on whether they would like a separate ordinance to handle those matters or to hold off on this ordinance in order to add that language. A discussion followed. After the discussion, the Town Council directed staff and the Town Attorney to draft an ordinance that would address unexpected events that would give the Town Manager and Chief of Police to act upon as appropriately needed.

VI. CLOSED SESSION

1. Closed Session Motion

Councilmember Luersen moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Pasanello seconded the motion. The motion carried.

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

2. Certification

Councilmember Pasanello 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 Luersen seconded the motion. The motion carried by a roll call vote.

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

3. Directive from Closed Session

Without any objections, Vice Mayor Gallagher directed staff to proceed as discussed in Closed Session.

VII. ADJOURNMENT

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

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