

3. Policy and Procedures Revision - Payables Policy

At this time, Councilmember Pasanello suggested that the Council move on to Councilmember Time while waiting on Councilmember Schneider's arrival since he wanted to be present during this discussion. After Councilmember Time, Mr. Schneider had not arrived so they continued on with the Policy and Procedures agenda item.

Vice Mayor Pater gave the floor to Town Treasurer Roberto Gonzalez on any updates. Mr. Gonzalez shared that he received feedback from the finance liaisons on making the policies and procedures more clearer in regards to authorized signatures on checks. He stated that he wanted to clear up the policy from 2016 to be more transparent and fiscally responsible. He also stated that there was an addition to the policy by sending any checks in the amount of \$10,000 or more would be sent via certified mail with a sign receipt. A discussion followed on the policy on making electronic payments whenever possible. Mr. Gonzalez stated that he will make ACH payments whenever possible. Mr. Gonzalez shared other procedures that were recently put in place.

Councilmember Pasanello moved that the Haymarket Town Council accept the payables, receivables, and check signing policy effective November 6, 2023. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

Town Treasurer Roberto Gonzalez also discussed the subject of the transferring of funds. The discussion was a carryover from the Work Session, directing Mr. Gonzalez as the Treasurer would be able to convert the existing escrow account into a premium money market and also transferring funds from the General Operating account to a higher interest return account. Mr. Gonzalez shared that he would recommend that the first initial transfer be set up as a 9 month CD because of the higher interest rate. Discussion followed on the recommendations that Mr. Gonzalez proposed. After the discussion, the Town Council gave the directive for Mr. Gonzalez to proceed once he checks with the bank in the FDIC insurance with the bank and presents that to the finance liaisons. The finance liaison committee will report back to the Council in their reports.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Matthew Gallagher, Councilman
AYES:	Joe Pasanello, Matthew Gallagher, Alexander Beyene, Mary Ramirez
ABSENT:	Marchant Schneider

IX. Councilmember Time**1. Vice Mayor Pater**

Vice Mayor Pater reminded everyone how important for their voice to be heard by getting out and voting at the upcoming election. She also thanked Chief Sibert and Ms. Henry for their years of service to the Town. She thanked everyone who participated in the last Haymarket Day and its success. She reminded and encouraged everyone to stop by the Town's museum to support the Crossroads Art Alliance. Ms. Pater shared that there are 2 more Sundays left for the Farmer's Market for the season. She shared information on the Town's Christmas and Holiday Event and Operation Santa Claus sponsored by the Police Department.

2. Councilmember Beyene

Councilmember Beyene reminded everyone about the elections the next day. He shared a little about himself during this time so that the citizens are informed when they go to the polling place.

3. Councilmember Pasanello

Councilmember Pasanello congratulated both Ms. Henry and Chief Sibert on their respective employment anniversaries. He also thanked Supervisor Weir for coming to this evening's meeting to share some topics prior to the election and encouraged everyone to get out and vote. He thanked and congratulated everyone involved with the Youth in Government program, particularly the youth.

4. Councilmember Schneider

Councilmember Schneider was not present at this time to give his report.