



TOWN COUNCIL – WORK SESSION MEETING

Monday, August 25, 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 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 Ken Luersen
Councilmember Justin Baker

ABSENT

Councilmember Alexander Beyene

II. PLEDGE OF ALLEGIANCE

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

III. TOWN MANAGER REPORT

1. Town Manager Report

Town Manager Emily Kyriazi gave her monthly report to the Town Council. She highlighted several items to include:

1. staff finished the punch list on the town park sidewalk project. They are working on final items and will be doing walk through in the near future. Area that they are keeping an eye on is grass growth.
2. Staff will be resubmitting the final deed.
3. Staff is meeting with Prince William County's consulting firm on stormwater assessment project and doing a walk through at the 3 major areas. She shared that she will have an update at the next week regular monthly meeting.
4. Town Managers meeting with Prince William County CXO Chris Shorter is scheduled for later in the week. She said she will be asking to have the fees waived at the shooting range for the Police Department.

She continued with other items of note. Those included:

1. Finalizing the strategic planning update meeting with Stephanie Davis scheduled for November 1.
2. Met with Crossroads Arts Alliance on the new program roll out in 2026.
3. Moving forward with the redesign of the Town's website.
4. Moved forward with the IT contractor moving some internal file systems and proceeding with

the .gov email format.

5. Mayors message series is being posted every two weeks. She shared that the recent video will be shown at the next Business Roundtable scheduled for the following morning and that Skipper films, who has been doing the segments, will be there to discuss with the businesses advertising tips on social media for the upcoming holiday season.

6. Gave quick planning updates for the Town Center and shared that she is working with the architect on the building plan estimates and exterior plans. She shared that she would still like to have a joint meeting with ARB on exterior plans in the near future and will have plans available for the strategic planning meeting in November.

7. Gave an update on the Chick Fil-a drive thru expansion project and shared that they have received their first comments back.

8. Gave a brief update on future Town events.

After her report, the floor was opened for any questions. A question was raised on providing landfill information on the Town's website. Mrs. Kyriazi shared that she is waiting on a little more information from the County prior to putting it on the website. There was a question about getting the curb painted near the new fire hydrant on Jefferson and Fayette Street. Mrs. Kyriazi shared that she will follow up and get it painted. There was a question about measuring the mulch level at the playground to ensure that everything is ADA compliant. Mrs. Kyriazi shared that a playground inspector visits the playground twice a year to ensure everything is up to code. There was a request for Town Manager Kyriazi to give feedback to the CXO of Prince William County regarding the services the Town is receiving from the County, especially the flooding. Mrs. Kyriazi shared information on the recent flooding concerns of some of the homes in Robinson Paradise and that the County building officials confirmed that everything was done to code. She continued to share that a geotechnical report has been requested in order to look at the soils in the area and that it is still between the Town and the contractor, not the County. Mrs. Kyriazi further explained the storm water grant assessment areas of concerns in the Town. There was a question on yard waste not being picked up by the trash service. Mrs. Kyriazi shared that staff reached out to the trash service on the concern and that staff will keep monitoring. She stated that she will be setting up a meeting with the contract manager to discuss.

Mrs. Kyriazi updated the Council on the intern that will be doing the asset inventory list. Lastly, Mrs. Kyriazi shared information on a Prince William County TAP grant for a sidewalk extension from Somerset connecting to the Town's sidewalk on Fayette. She shared that the County has applied for the grant and will be looking to see if there is a local match and the expectations from the Town. She shared that she will be bringing additional information at the next meeting. A short discussion followed.

IV. CHIEF OF POLICE REPORT

1. Chief of Police Report

Chief of Police Al Sibert gave his monthly report pointing out some areas to include:

1. Calls for service has been static after the small spike at the beginning of the year.
2. Business checks and foot patrols have been tracking adequately, as well.
3. Response time has remained good with traffic stops and summons have been on track overall.
4. DMV quarterly reporting is also on track and sharing all purchases needed to be done during the first quarter
5. Back up has remain stagnant since the increase in personnel.
6. He continued with status of current projects to highlight the success of the National Night Out event and the summer concert. He also highlighted that the department applied for the HEAT (Help Eliminate Auto Theft) grant and was approved. The department will purchase automated

license plate readers with the grant money which will cover the 4 main areas coming into and leaving town. Chief Sibert congratulated Officer Galbreath for taking the lead on the project and his quick action on getting the location of the cameras approved.

7. The department has decommissioned two old cruisers since the purchase of new cruisers.

8. Accreditation process is moving along. Full assessment will be at the end of the year.

After his report, Chief Sibert asked for any questions. There was a short discussion and compliments on the new design on the cruisers. There was a question on Officer Finley's nomination for the 2025 MADD award. Chief Sibert explained the process of the nomination.

V. AGENDA ITEMS

1. Monthly Financial Report

In the absence of Town Treasurer Roberto Gonzalez, Town Manager Emily Kyriazi shared that she would answer any questions and also gave Councilmember Pasanello an opportunity to answer questions as the finance liaison. Councilmember Pasanello shared the date of the next liaison meeting. Mr. Pasanello shared that the budget shows a negative during the first part of the fiscal year but said the revenues will catch up in November and December.

2. Outdoor Event Ordinance

Town Attorney Olaun Simmons provided some edits to the Ordinance for Council review before authorizing the public hearing. He shared that there were only a few edits and that it is enforceable and ready for public notice. There was a short discussion. Town Manager Emily Kyriazi stated that staff would provide a clean version at the next meeting for authorization to proceed with public notice for a public hearing at the October regular meeting.

3. Town Park Pavilion RFP

Town Manager Emily Kyriazi distributed the proposed RFP, a print out of the previously approved drawing of the Harrover master plan and the entirety of the Harrover master plan. She provided the scope of services that she recommended for Council to consider and move forward with. She shared that it is for the entirety of the design and engineering services in one step. She further explained the scope. She also provided a time line on posting due date, review and awarding the RFP. She stated that since this is a larger project and getting full site plans through, it could go into early 2027 before the next phase. She continued with the master plan and the approved drawing. She shared that there would be a charette with the public to see if these plans would change. A discussion followed on the time line. She stated that this topic will be discussed at the strategic planning meeting on November 1. She asked for the Council to spend the next few days reviewing the document so that they can have a final discussion at the next meeting for the directive to proceed at the October 6 meeting. She stated that she would like to have everything secure and moving along in case there is a change in Council at the 2026 elections. Discussion continued on proceeding for posting in October and public input.

4. Budget Amendment: Resolution 2025-0008

Town Manager Emily Kyriazi shared that at a previous meeting, the Council approved the purchase of swift water gear for the fire department using Fire Program Funds grant money. She shared that the invoice did not come during the last fiscal year. So the treasurer needed to put the funds in reserves. She stated that since the beginning of this fiscal year, the town received the invoice and that the treasurer needs to move those funds to the expenditure line item with a budget amendment to this years budget.

VI. CLOSED SESSION

Before going into Closed Session, Town Manager Emily Kyriazi presented the draft proclamation for the late Bob Weir. After a short discussion, the Town Council agreed to make April 13th, which is University of Virginia Founder's Day, Bob Weir Open Government Day.

1. Closed Session Motion

Councilmember Pasanello moved that the 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 an employee of the Town of Haymarket; and pursuant to Virginia Code § 2.2-3711 (A) (8): consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to Town leases. Vice Mayor Gallagher seconded the motion. The motion carried.

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

2. Certification from Closed Session

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: Mayor Pater, Vice Mayor Gallagher, Councilmember Pasanello,
Councilmember Ramirez, Councilmember Luersen, Councilmember Baker
Absent: Councilmember Beyene**

3. Directive or Motion from Closed Session, If Needed

Without objection, Vice Mayor Gallagher directed the Town Manager to proceed as discussed and agreed upon in the closed session.

VII. ADJOURNMENT

With no further discussion 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 Luersen, Councilmember Baker
Absent: Councilmember Beyene**