



TOWN COUNCIL – WORK SESSION MEETING

Monday, September 30, 2024 at 7:00 PM

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

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

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.

PRESENT

Mayor Ken Luersen
Vice Mayor Tracylynn Pater
Councilmember Matthew Gallagher
Councilmember Joe Pasanello

ABSENT

Councilmember Alexander Beyene
Councilmember Mary Ramirez
Councilmember Marchant Schneider

II. PLEDGE OF ALLEGIANCE

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

III. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez shared that the Treasurer's Report at the Regular Monthly Meeting will provide an update on the revenues coming into the Town, as well as an updated report on the Town Sidewalk project. He stated that the office just received the first invoice on the project. Mr. Gonzalez asked for any questions on the monthly financial report. There was a question on where the Town is on the budget and if Mr. Gonzalez has any concerns at this point. Mr. Gonzalez shared that the Town is approximately at 16% percent into the current budget and that he currently does not have any concerns. He stated that the real estate taxes have been sent out and that the Council will start and see an increase in the revenue sources in the next few months. He stated that right now everything is trending as expected. There was a question on the increase in meals tax with new businesses opening within the next few months. Mr. Gonzalez confirmed that with those businesses coming in, the meals tax will likely trend higher than anticipated. He also stated one of the biggest factors to the budget is the payment for the park sidewalk, in which ARPA funds will be used. There was also a discussion on continuing education for Council and staff and if this line item was under budgeted. Mr. Gonzalez stated that this year is the first in awhile that both staff and Council is taking advantage of the continuing education being offered. He stated that in years past, there was not enough staff to cover the office to fully take advantage for continuing education. He shared that this item will be addressed in the third quarter as a budget amendment for the Council

conventions and education. There was a discussion about establishing a policy going forward on conventions and education. Town Manager Emily Kyriazi stated that there should be a policy and procedure set on possibly rotating who attends the conference so that everyone has an opportunity to attend. She stated that she is looking at other jurisdictions procedures on Council attendance to conventions. She stated that she will be bringing this item back for discussion in January when the new Council takes over.

2. Draft Communication Plan Discussion

Councilmember Gallagher shared with the audience that the Council is striving to get more specific on a communication plan by using various types of communication channels to get the word out and different ways of collecting feedback from the citizens. He presented the first draft of the Town's communication plan. He gave a brief description of the draft. He shared that he believes that this needs to be a working live continual document with an annual review that can be updated regularly. He stated that he tried to put in different types of communication and which person would be generally responsible for that. He said he is now looking for feedback, especially what is missing and how much more specific does the Council wants to be. A discussion ensued on the subject. Town Manager Emily Kyriazi shared that staff will schedule a meeting with Mr Gallagher to give feedback once she has a chance to review the document. A discussion continued on the subject on matrix and resourcing. Mayor Luersen suggested that Councilmember Gallagher has this item added to the goals at the upcoming strategic planning retreat.

3. SUP #2024-001 Chick Fil-a Drive Thru Expansion: Authorize to Advertise and Set Public Hearing Date

Town Planner Thomas Britt shared with the audience the Town's zoning ordinance and the process of the Special Use Permit. He stated that Chick Fil-a applied for a Special Use Permit to expand the existing drive thru which would replace the landscaping buffer and redo the exist point onto Crossroads Village Blvd on the north side of the lot. He stated that it would also change the traffic pattern for Virginia National Bank, located beside them. He stated that the application was brought before the Planning Commission with a recommendation of denial. He also provided documentation from the Planning Commission meeting. He stated that the objective at this evening's meeting is to set the public hearing date for this to be heard at the Council level. He stated the applicant and staff will be able to present further information at the public hearing, preferably at the October Work Session. Without objection, Mayor Luersen authorized for staff to proceed with the public notice for a public hearing at the October 28 Work Session.

4. Discussion of Policy and Procedures

Mayor Luersen stated that he had a request to put this item on the agenda for discussion since there is not a formal process on the interviewing process since the last Council member held the personnel liaison position and has since left. There was a question on if there is a current policy on interviewing process. Mayor Luersen stated that there is currently a hole in the policy. Vice Mayor Pater stated that there is no standard operating procedures and that the Council should look at establishing one. A short discussion followed and the Town Council decided that since there is not a full board present, they would like to discuss this item at the strategic planning retreat at the end of October.

IV. ADJOURNMENT

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

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

Submitted By:

Approved By:



Kimberly Henry, Clerk of Council



Kenneth Luersen, Mayor

