



TOWN COUNCIL – REGULAR MEETING

Monday, November 03, 2025 at 7:00 PM

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

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

MINUTES

I. CALL TO ORDER

A Regular Meeting 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 Justin Baker
Councilmember Alexander Beyene
Councilmember Joe Pasanello

ABSENT

Councilmember Ken Luersen

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Reverend Sean Rousseau - St. Paul's Episcopal Church

Mayor Pater introduced the Reverend Sean Rousseau of St. Paul's Episcopal Church and invited him to the podium to give the evening's invocation.

IV. PRESENTATION: CHIEF OF POLICE SIBERT

Chief of Police Al Sibert addressed the Town Council and audience sharing that he would like to acknowledge and honor his staff for a job well done. First, he recognized fleet manager Lonnie Milstead. Chief Sibert shared that Lonnie always does more than what is asked of him and has great attention to detail. Chief Sibert presented Lonnie with a plaque for the Outstanding Commitment Award for his outstanding support to the department, to the Town of Haymarket and to the community. Next, Chief Sibert acknowledged Sargent Charles "Chip" Burgoon and Officer Jimmy Galbreath. He shared that the commitment and initiative of both officers are unparalleled. He shared that they go above and beyond no matter the job. They keep the projects moving forward. He shared that they both have been helping with the accreditation and community projects. He shared that Officer Galbreath has been a big help with grants, getting the best price on the new cruisers, the fleet car cameras and FLOCK. He shared that Sargent Burgoon's detail to the organization of National Night Out, the organization of Haymarket Day focusing on safety and its operations were on point. He shared that there was approximately 30,000 people in attendance and they only had 4 minor rescue calls and one parking complaint. He stated that the success starts with the planning and attention to detail. Chief Sibert commended by presenting them with plaques and thanked them for their service.

V. PRESENTATION: Eileen Smith - Haymarket Food Pantry

At this time, Mayor Pater invited Eileen Smith from Haymarket Food Pantry to the podium for this evening's Community Spotlight segment of the agenda.

Eileen Smith thanked the Town Council for having her back, especially at this time of uncertainty with the Government shutdown. She shared that she was recently selected to the Advisory Council of the Capital Area Food Bank. She shared some information from the Capital Area Food Bank pertinent to Prince William County as well as Haymarket area. She provided a hunger report for 2025 for this area. She shared food insecurities within the County. She shared that this number has jumped significantly in the past year. She shared that the CPI (Consumer Price Index) is rising quicker than the wage growth. She continued to share that the people the food pantry continues to see is the under employed. They have jobs. They just can't keep up and they are beginning to make some trade offs. She shared some examples of within the Haymarket community. She shared that the number of households the Food Pantry have served in the past year has jumped. She also shared that the Food Pantry is giving more food because there is more people in the household. She stated that there was a 200% jump in applications during the month of October. She shared that the Food Pantry has expanded its time of hours and also has recently incorporated 4 special food distributions for Federal Workers. She also shared that the Food Pantry will probably continue this program for federal workers until at least February. She finished her presentation by sharing that they will continue their mission by feeding our hungry neighbors. The Council asked how they can help. Ms. Smith stated that the Food Pantry will be at the next two Haymarket Farmer's Market with a box for donations of non perishable foods.

VI. CITIZENS TIME

Mayor Pater asked if anyone would like to address the Council at this evening's meeting. Keaton and Renae, students from Battlefield High School, shared that they are taking a government class. Keaton shared that one of the requirements in the citizen project of the class is to attend a meeting or a court proceeding or anything government related.

VII. ARB and TOWN COUNCIL VACANCY INTERVIEWS

Mayor Pater shared that there is currently a vacancy on the Architectural Review Board and on the Town Council. She stated that there was an applicant that was interested in the ARB vacancy but recently withdrew their name to wait for an opportunity to serve on another board. She shared that there is an applicant for the Town Council vacancy and will proceed with that interview.

1. Architectural Review Board Vacancy
2. Town Council Vacancy

Mayor Pater invited Dave Capossela to the podium for the Town Council vacancy interview. Prior to the Council asking a series of questions, Mr. Capossela thanked them for the consideration. First, Mr. Capossela shared how he moved into the Town and wants to help serve the Town in any way he can. He shared that he started with being involved with the local Scout Troop and that this past year he was appointed to the Planning Commission and the liaison from Planning to the Architectural Review Board. He shared that he has learned a lot and will continue to learn more if chosen to be on the Town Council. He also shared that he wants to better represent the citizens of Haymarket by getting out and talking to everyone in the Town. He also shared some of his top priorities, especially traffic flow. Lastly, he shared that he likes challenges and that is what will drive him when he is on Council.

Mayor Pater shared the next steps by stating that the Council is required to wait 7 days before they can fill the vacancy by appointment. She shared the next step is for the Town Council to schedule a Special Meeting.

VIII. CONSENT AGENDA

Mayor Pater asked if any Councilmember would like to pull any items off the Consent Agenda.

With no items being pulled, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items A:1-3; B:1-5; and C:1-5. Councilmember Baker seconded the motion. The motion carried.**

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

A. Minute Approval

1. Mayor and Council – Closed Session – September 29, 2025 6 PM
2. Mayor and Council - Monthly Work Session - September 29, 2025 7 PM
3. Mayor and Council – Public Hearing/Regular Meeting – October 6, 2025 7 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Outreach Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

IX. AGENDA ITEMS

Before moving onto the Agenda Items, Mayor Pater asked the Council to set the date for the Special Meeting to make the appointment for the vacancy. The staff recommended Wednesday, November 12th at 6 PM prior to the Planning Commission meeting. There was a consensus of Council to proceed with setting November 12th for the Special Meeting.

1. Award Contract for Compensation Study: Vice Mayor Gallagher/Councilmember Baker

Vice Mayor Gallagher shared that recently the Council published an RFP for a Compensation Study of Town Staff to include the entire Police Department. He shared that he and Councilmember Baker championed the project and that there was a great response. He proceeded the process prior to making a recommendation to award the contract.

Vice Mayor Gallagher moved to award the Compensation and Classification System Market Study work to Evergreen Solutions LLC. Councilmember Baker seconded the motion. The motion carried by roll call vote.

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

2. Old Post Office Structural Report: Town Manager Kyriazi

Town Manager Emily Kyriazi shared the structural report that she received on the Old Post Office building. She provided a written copy for Council to review. She shared that the structural engineering team stated that at this time, the existing space is acceptable for office use only due to the live load capacity being at 50. She continued to state if the Town wanted to expand the space from office use to retail, significant repairs would need to be made. She shared that she followed up with some questions to the engineer and is waiting on a response. Discussion and questions followed on the subject. There was a question about the use of the second floor. Mrs. Kyriazi shared that this was one of her follow up questions and will need to wait on the engineers response to better answer that. She also shared that she asked for clarification on the term significant repair so that the building could be used for retail. There was also a discussion and question on the term load limit. There was a short discussion on occupancy load. There was a discussion on loss of revenue with the building remaining vacant. Mrs. Kyriazi stated that she will be discussing this item with the Finance liaisons with coming to the Town Council at the December meeting with a plan. Mrs. Kyriazi continued to share that she will construct a summary write up on the other two buildings that were inspected. She stated that she is working with the Maintenance Supervisor to address some of the items that were submitted in the report.

3. 2025 Holiday Schedule for Town Hall Office: Town Manager Emily Kyriazi

Mayor Pater asked Town Manager Emily Kyriazi to outline the proposed schedule for the upcoming holidays. Mrs. Kyriazi shared that she brought this item to Council last year due to personal extended leave and to ensure the Town Hall office was appropriately staffed during the holidays. Also she wanted to give the opportunity for staff members to take paid time off. She provided a detailed list of days the office is currently closed for observed holidays through either the employee manual and state observed holidays that the Town also follows. She first provided the office closures for the Thanksgiving holiday. She proceeded to the Christmas holiday where the employee manual observes Christmas Eve and Christmas Day as holidays. She also shared that this year the state is observing a half day on Christmas Eve, Christmas and an additional 8 hours of holiday time on the day after Christmas. Mrs. Kyriazi recommended and requested to the Town Council that the Town Hall office close to the public starting noon on December 22 and remain closed until Monday, January 5, 2026. She shared that this would give staff the opportunity to either take paid time off, work remotely with pre-approval from the Town Manager or come into the office. Discussion followed on notifying the public and providing citizens with a contact number.

The Council also discussed the meetings during the holidays. They discussed the work session in November, which will fall on Thanksgiving week. After a brief discussion, the Council decided to keep the work session on November 24th unless the agenda is limited. At which staff will reach out to the Mayor for further direction. The Council continued the discussion with the work session for December. Town Manager Kyriazi shared that in past years, the meeting was moved to one hour before the January regular meeting. Discussion also ensued on regarding the agenda for the January meeting. Town Manager Kyriazi stated that she and the Town Clerk would be working together in order to get the agenda out for the January regular meeting. The discussion continued on availability of having one person in the office during this time. Town Manager Kyriazi offered to track the activity of citizens or applicants needing service for future discussions on holiday hours. Mrs. Kyriazi also shared that one of the new features in the phone system is that employees can set their office voicemails to be sent to their phones or to email so

that staff can respond in a timely manner. After the discussion, there was a consensus of the Town Council to proceed with the office schedule as presented by the Town Manager. The Town Council continued the discussion on the December 29th Work Session. The Council asked what potential items could arise that a meeting would be required. Mrs. Kyriazi shared that the only item currently would be the structural report on the Old Post Office Building. There was a consensus of Council that if this was the only item, the Work Session would be rescheduled to one hour prior to the Regular Meeting on January 5th. If there are other items that need to be addressed, the Work Session would be rescheduled to a date on the week of December 15th.

X. COUNCILMEMBER TIME

Councilmember Baker

Councilmember Baker thanked staff, the Police Chief and Officers, and gave thanks and glory to God. He complimented the Police Department on their involvement with the recent trunk or treat event. He thanked the staff for keeping Haymarket moving forward.

Councilmember Beyene

Councilmember Beyene shared that it saddens him to know that we live in the wealthiest nation in the world yet people around us still go hungry. He shared that he would like Council to think about what the Town could do to help those people.

Councilmember Pasanello

Councilmember Pasanello thanked the Chief for his recognition of his officers and staff member earlier in the evening. He reminded everyone about election day. Mr. Pasanello shared a few 'awareness' events that happen in the month of November. He also made everyone aware of the upcoming Veteran's Day holiday on November 11. He thanked Eileen Smith from Haymarket Food Pantry for attending the evening's meeting. Lastly, Councilmember Pasanello wished everyone a Happy Thanksgiving.

Councilmember Luersen

Councilmember Luersen was not present and did not provide any report.

Vice Mayor Gallagher

Vice Mayor Gallagher gave a huge shout out to staff, the Police Department and neighboring Police Departments and all of those who helped make Haymarket Day such a successful event. Mr. Gallagher thanked Councilmember Pasanello for bringing attention to the awareness causes for November. He mentioned that the most recent he would like to bring attention to is National Stress Awareness Day on November 5 and reiterated that stress families are going through with food insecurities as mentioned from Eileen Smith of Haymarket Food Pantry. He also mentioned the Willing Warrior Retreat 10th anniversary Gala that he and Mayor Pater attended. He shared that it all ties back into there is something that causes everyone in a sense of stress. He encouraged staff, Council and citizens to reach out to someone that they know that may be under stress on November 5 to see how we can help.

Mayor Pater

Mayor Pater followed up on the comments from other the Councilmember's on this evening's presentation from Eileen Smith from Haymarket Food Pantry and food insecurities. Mayor Pater mentioned that the Haymarket Food Pantry will be at the last two Farmer's Market of the season to collect non perishables. She also complimented staff on the success of Haymarket Day. She also complimented and thanked the Police Department with their trunk or treat on Halloween. Mayor Pater also encouraged everyone to get out and vote, which was the next day. She shared the date for the Town's Holiday Event. She ended her report wishing everyone a Happy Thanksgiving.

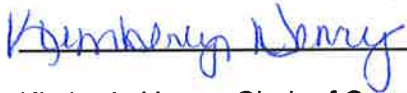
Prior to ending the meeting, Councilmember Beyene asked if the Town could help with monetary assistance to various charities and programs. Town Manager Emily Kyriazi shared that during Covid-ID, the Town made significant donations of funding and that this discussion has taken place at the staff level. Town Treasurer Roberto Gonzalez used some of the CARES Act funds to support Haymarket Food Pantry and other charities. He provided information on how the process worked. He shared that he would be happy to discuss further with the finance liaisons, if that is the Council's wish.

XI. ADJOURNMENT

With no further business before the Town Council, Vice Mayor Gallagher moved to adjourn seconded by Councilmember Pasanello. The motion carried.

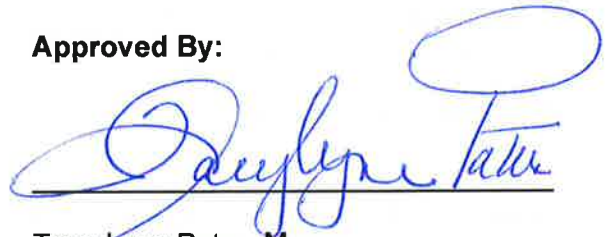
**Motion made by Vice Mayor Gallagher, Seconded by Councilmember Pasanello.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Beyene,
Councilmember Pasanello
Absent: Councilmember Luersen**

Submitted By:



Kimberly Henry, Clerk of Council

Approved By:



TracyLynn Pater, Mayor