



# **TOWN COUNCIL – WORK SESSION MEETING**

**Monday, April 28, 2025 at 7:00 PM**

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

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

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## **MINUTES**

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### **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 Alexander Beyene  
Councilmember Ken Luersen  
Councilmember Justin Baker

### **II. PLEDGE OF ALLEGIANCE**

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

After the Pledge, Mayor Pater stated that Councilmember Ramirez wanted to move Agenda Item 3 up to be the first on the agenda. The Council did not have any objections in moving the item up.

### **III. AGENDA ITEMS**

#### **1. Government Open House Proposal**

Councilmember Ramirez presented her Government Open House proposal to the Council. She shared that this would be similar to last years Open House with it focusing on elementary school aged children. She stated that she has met with the Mayor and staff in organizing the event. Town Manager Emily Kyriazi shared that she would like this event to become part of the standing annual event for the Town. She stated that the event can be fully covered under the events line item of the budget. Mrs. Kyriazi also shared that this event would be something the Town would partner with Prince William County on. She outlined the major expense for this years event would be a tie dye t-shirt station for the kids to do. Councilmember Ramirez shared that the Event Coordinator has been working on a coloring book of Council and staff for the kids. There was a question regarding the cost for the event. Mrs. Kyriazi stated that she felt that the whole event would not go over \$2500. There was also question if there is an opportunity to involve businesses and religious organizations as a sponsor. Councilmember Ramirez stated that the Event Coordinator has reached out to businesses that cater to young children to provide a flier to put in the goody bags. She stated that her focus was to keep this event government focused to show the services the Town provides. She proceeded with the Council involvement opportunities. A discussion followed on a projected attendance. Councilmember Ramirez and Town Manager Kyriazi shared that various resources they plan to use for advertising the event.

They also shared the educational section of what it entailed. In conclusion, Councilmember Ramirez summarized the take aways from the discussion: 1. Different book options for the read aloud sessions, 2. Invite Prince William County Water as well as offering a table to the Board of Supervisors and the School Board as well as participate in the read aloud, 3. include the impact on staff and police hours in the template as well as budget line items. Lastly, Councilmember Ramirez asked for support from Council to proceed with the event. The Council did not have any objection with Councilmember Ramirez continuing to organize the event.

## 2. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. He stated that some invoices and payments came in after the report was generated but will show in the Treasurer's report at the regular monthly meeting. Mr. Gonzalez asked for questions on the report. There was a question on projections for the rest of the fiscal year. There was also a question on the remaining ARPA funds. Mr. Gonzalez shared the amount of money coming out of ARPA on the current park sidewalk project and the park house demolition.

## 3. Continued Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street

The Town Council continued the discussion on SUP #2024-002 a religious assembly at 14600 Washington Street. Mayor Pater asked if staff had any updates. Town Planner Thomas Britt provided an updated staff report along with satellite drone imagery of the property. Mr. Britt shared that the landlord has paved some of the potholes and other issues that were with the existing impervious surface on the property. He also shared that the property was recently striped to show the parking spots available and counted. Mr. Britt stated that staff is still concerned with some of spaces, particularly in the back lot. A question was raised on the requirement of a site plan and if the additional parking spaces would need to be reflected on the site plan. Town Manager Emily Kyriazi stated that she would need to finalize her research through the Town's zoning. She stated that the ordinance states an SUP triggers a full site plan. She stated that staff had a meeting with the applicant earlier to convey the information to them. She shared that the applicant is present at this evening's meeting should Council need to ask them any questions. Discussion continued on allowable parking spaces and available spaces within the building for lease. The Council thanked the applicant for coming to the evening's meeting so that they can make a determination at the next regular monthly meeting. At this time, Councilmember Ramirez left the meeting.

A discussion also followed on the subject of the site plan. The Council asked the applicant if the landlord has mentioned anything about an updated site plan. The applicant stated that their understanding from the landlord was that there would be no site plan submitted. There was a question to the Town Manager if there is a current site plan. The Town Manager confirmed that there is no current site plan in place. She stated that if the SUP is approved, the owner would need to submit a site plan within one year per the Town's Zoning Ordinance. She confirmed that a site plan would need to be approved prior to the occupancy on the SUP. A discussion ensued on the potential sale of the property. Town Manager Kyriazi shared that she met with the potential buyer and was informed that they are in a feasibility study. Town Manager Kyriazi shared that the applicant has answered all the questions and requests that Council has put before them.

In addition to their concerns about parking on the property, they were also concerned about the traffic flow. They recognized that the potholes were filled and some directional arrows at the entrance and exit points. However, there was a question if the landlord would be installing additional wayfinding signs. The applicant confirmed that the landlord would be installing additional directional signage. A question was raised about getting comments from outside agencies such as the Fire Marshal and VDOT. Town Manager Kyriazi shared that she thought it would be a good idea as it would help with the overall cost of the site plan. Mrs. Kyriazi also shared the by right use and what triggers a Special Use permit and the requirements within the

Special Use Permit process. A discussion continued with the applicant feeling frustrated that they have addressed all the concerns from Council regarding parking and traffic but can't afford to address the cost of a site plan without the owners help. The Council thanked the applicant for coming to this evening's meeting and addressing most of Council's concerns so that they will be able to make a determination at the next regular monthly meeting.

#### 4. Policies and Procedures: Discussion on Code of Ethics

Mayor Pater asked for Town Clerk Kim Henry to lead in the discussion of the drafts on the Policies and Procedures and the Code of Ethics. Ms. Henry shared that she made the requested adjustments from Council at the previous meeting. She also shared that a policy was adopted in 2023 on Payables and Receivables. She stated that in the resolution was a directive that 2 members of Council would serve on as the Finance liaisons. She stated that if the Council decided now to have one liaison, this policy would also need to be changed. Mayor Pater read into the record a note from Councilmember Ramirez that since the majority of Council supports the 2 member finance liaisons, she would then support it as well. Councilmember Pasanello suggested that the items be tabled until Council has a chance to review the clean copy vs the red line version. There was a consensus of Council to table this item to a future date.

#### 5. Electronic Voting Information and Discussion

Town Manager Emily Kyriazi shared that when the Town switched software systems for agendas and minutes, there is a capability within the system to vote electronically. She provided information on how the electronic voting works and that staff would like to start implementing the vote system in July. A short discussion followed.

#### 6. FY26 Budget Work Session

Town Treasurer Roberto Gonzalez shared that the public hearing for the proposed budget will be at the next regular monthly meeting on June 5. He stated that there have not been any major changes since the last meeting. He shared that this budget was maintaining a flat tax rate at .105/\$100. He also shared that it is expected to fund the CIP from expected revenues. Mr. Gonzalez asked the Council if they had any edits or questions. A discussion continued from the last meeting on the real estate tax rates. The Council acknowledged the great job that Mr. Gonzalez does on the budget and maintaining a good reserve. Councilmember Pasanello proposed that the Council get away from the drops and spikes in the rates by dropping the rate to a 5-6% increase and increase the percentage over time with the cost of inflation. He stated that he would like to discuss the proposal further at the next budget work session. A discussion continued on the tax rate. The Council also discussed the line items on the expenditure side that they would reduce if the tax rate was lowered on the revenue side. Mr. Gonzalez stated that this is the first budget that he has created that he is not relying on reserves for Capital Improvement projects. He shared that created a budget that is balanced from expected revenues. He stated that he will need direction from Council when where they want to cut if they drop the tax rate. Mr. Gonzalez stated that he will provide information on the reserves and ARPA funds that could be dedicated to the CIP at the next meeting.

### IV. CLOSED SESSION

#### 1. Motion for Closed Session

**Councilmember Luersen moved that the Haymarket 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**

the Town of Haymarket employees. 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 Beyene,  
Councilmember Luersen, Councilmember Baker  
Absent: Councilmember Ramirez**

2. Certification from Closed Session

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

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

**No action was discussed or taken from the Closed Session.**

**V. ADJOURNMENT**

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

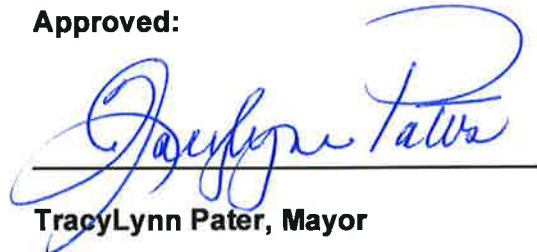
**Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.  
Voting Yea: Vice Mayor Gallagher, Councilmember Pasanello, Councilmember Beyene,  
Councilmember Luersen, Councilmember Baker  
Absent: Councilmember Ramirez**

**Submitted:**



**Kimberly Henry, Clerk of Council**

**Approved:**



**TracyLynn Pater, Mayor**