



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, July 7, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present.

2. Invocation - Rev. David Jones

3. Pledge of Allegiance

4. Public Hearing

A. Planning Commission Public Hearing

Chairman Weir calls the Planning Commission public hearing to order:

Roll Call: Ring, Mattox, Weir (Johnson absent)

Ring moves to hold the public hearing open for action at the regular meeting of the Planning Commission on July 14, 2014. This is being continued until such time it is confirmed that the Town is operating under a valid budget, Mattox seconds;

Roll Call Vote: Ayes: Ring, Mattox, Weir Nays: 0 Absent: Johnson

Ring Moves to adjourn, Mattox seconds;

Ayes: Ring, Mattox, Weir Nays: 0 Absent: Johnson

B. Special Use Permit - 6850 Track Court - In home business

The Town Council will not hold the public hearing until such time a recommendation is made by the Planning Commission

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jun 2, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

B. Mayor and Council - Continuation Meeting - Jun 5, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. Mayor and Council - Special Meeting - Jun 19, 2014 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Mayor and Council - Special Meeting - Jun 23, 2014 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

E. Mayor and Council - Special Meeting - Jun 27, 2014 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

F. Mayor and Council - Special Meeting - Jun 30, 2014 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

6. Citizen's Time

A. Citizen's Time Procedures

No public comment

7. Agenda Items

A. Special Use Permit - 6850 Track Court

B. Request to Council - Haymarket Quilters - Pat Widner

Move that the Town Council allow the Haymarket Quilters to use the Town Hall facilities at no charge for six dates, to be determined.

Discussion: *Aitken would like it noted that even though the Town ordinarily allows the use of the facility, at no charge, only four times throughout a one year period, the Haymarket Quilters have done extra work for the Town and it is more than worth the two extra days.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Matt Caudle, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. Appropriations Policy - Renee DuBiel

Move that the budget be appropriated annually, and that the Town Council approve discontinuing the current practice of quarterly appropriations.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Pam Swinford, Councilwoman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Spending Policy - Brian Henshaw

Move to adopt the draft amendment to the Town of Haymarket's Policies on Expenditures of Town Funds this July 7, 2014 as amended

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

E. Haymarket Code 42-2 - Martin Crim

Move to adopt the changes, as recommended by the Town Attorney, to section 42-2 Tax Collection and Section 42-3.

Sec. 42-2. Tax collection.

(a) All taxes levied for town purposes shall be due and payable in a single installment.

Sec. 42-3. Delinquencies; penalties; interest

License applications and annual returns of taxable tangible personal property, machinery and tools and merchants' capital, and payments of taxes or levies on real estate and tangible personal property, machinery and tools and merchants' capital, shall be delinquent on the day next after they are due, at which time a penalty of five percent of the amount due shall be additionally assessed. Interest on delinquent amounts due under this section shall accrue at eight percent per year, beginning on the first day following the day such taxes are due.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

F. Vice Mayor Appointment - Mayor David Leake

The Mayor opens up the floor for nominations for Vice Mayor

Pasanello nominates Steve Aitken & Pam Swinford. He feels they are both worthy candidates and they both have experience with service to the Town.

Mayor closes the floor for nominations

Discussion: *Swinford is caught unaware, she will let the vote decide. Aitken thanks the Council for the opportunity*

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

G. Harrover Master Plan Committee - Mayor David Leake

The Mayor feels the committee should be composed of two Council members, a couple of staff members, ARB member, PC member.

H. Planning Commission Liaison

Move to appointment Matt Caudle as Council liaison to the Planning Commission. Mr. Crim reminds that this would be a voting member of PC and the term would coincide with the Council term.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

I. Architectural Review Board Liaison

Move to appoint Pam Swinford to the Architectural Review Board as the Council liaison. Term to run with her Council term.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

J. Mobile Data Computers Service Fees

Move to authorize the Town staff to process the invoice from the Prince William County Government for the FY 2014 Technology Charges as identified within this report and agreed upon by the Town within the attached MOU dated April 4, 2007 with the County.

Discussion: *Aitken reminds that this is something the Town Police uses on a daily basis. We will continue to work with Supervisor Candland to see if these fees can be off-set. Pasanello clarifies that this fee will be double for FY 2015. The MOU that is signed by the Town and County does address this fee and says it should be paid by the Town annually. The fee is for a service, accessing their network. We do have alternative options, but staff feels the County network is the best option for now. Dumfries operates through a third party provider.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

K. 15020 Washington Street - Repairs - Brian Henshaw

Action on this item is not necessary now that the new spending policy has been approved

L. 15000 Washington - the Very Thing Repairs

Action on this item is not necessary now that the new spending policy has been approved

M. Building Department Fee Schedule - Brian Henshaw

Move to approve the amended Fee Schedule as identified in Section 10-5 of the Town Code which identifies "A schedule of fees for permits issued pursuant to this chapter, as adopted and amended by the Council, shall be maintained on file in the office of the Town Clerk and shall be available for public inspection during regular business hours" as amended by the Town Attorney, striking the word "penalty". Mr. Crim asks that it simply say "Note" Permit fees double for work perform to any structure within Town prior to obtaining the proper permits.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pam Swinford, Councilwoman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

8. Department Reports

- A. Treasurer's Report - Renee DuBiel**
- B. Building Official's Report - Joe Barbeau, Jr.**
- C. Engineer's Report - Holly Montague**
- D. Police Report - Chief James Roop**
- E. Planner's Report - Marchant Schneider**
- F. Museum Report - Denise Hall**
- G. Town Manager's Report - Brian Henshaw**

The Town Manager announces that three grants through VDOT have been approved for the Town. There is no match required from the Town and the funds will be used for safety improvements to three of the four railroad crossings in the Town. These efforts were made possible by volunteers Joe Pasanello, Eric Titleman, and John Cole. Aitken thanks the volunteer committee and Brian Henshaw for their work on these grants and on the Quiet Zone.

The Town Manager is recommending committees for the 2014-2016 Council. The meetings would be open to the public and would advise the Council as needed.

Personnel Committee -	Joe Pasanello & Kurt Woods
Public Safety -	Chris Morris & Steve Aitken

Public Facilities
Finance Committee

- Chris Morris & David Leake
Pam Swinford & Joe Pasanello

9. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

C. Direct the Town Attorney

Move to direct the Town Attorney to proceed as discussed in closed session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Council Directives

Council would like to add a continuation meeting for July 10, Thursday @ 6pm

10. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurtis Woods
- D. Matthew Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

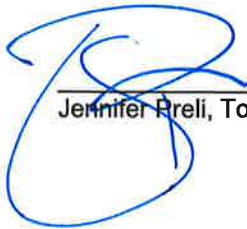
11. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:



Jennifer Preli, Town Clerk

David Leake, Mayor