



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 1, 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, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Invocation

The invocation is offered by Councilman Kurt Woods this evening

3. Pledge of Allegiance

4. Citizen's Time

A. Special Request from Ms. Dottie Leonard - 14801 Washington Street Sergeant Faris J. Amra, U.S. Marine Corps

Sgt. Faris Amra

He is here this evening expressing his interest in having a business and living in the Town.

Dottie Leonard - 14801 Washington Street

She is very happy with her driveway improvements. She was inspired by the November proclamation adopted by the Town Council in November regarding Veterans Day 2014. She asked Sgt. Amra to come this evening because she was very moved by his story.

Bob Weir -

He is concerned that the Town Council is passing off many of their responsibilities to the Town Manager. He is also concerned with the current spending rate of this Council. He references the Charter and that Charter employees report to the Town Council. He understands that this Council is relatively inexperienced. He suggest that the Council reconsider this new direction. He see several different programs being presented in the new strategic plan and he is very concerned with this year's budget. He is curious to know what this Council will be cutting out of the budget to make these new proposed programs happen.

5. Public Hearings

Planning Commission Special Meeting

Chairman Weir calls the special meeting of the Planning Commission to order

Roll Call: Weir, Ring, Mattox, Caudle, Maureen Carroll, James Carroll

PC Public Hearing SUP #20141002

This hearing is being held jointly with the Town Council

Chairman Weir ask for anyone who would like to speak in favor or opposed to the Special Use Permit Application #20141002 for an in-home business to be located at 6720 Bleight Drive

No public comment

PC Public Hearing SUP #20141027

This hearing is being held jointly with the Town Council

Minutes Acceptance: Minutes of Dec 1, 2014 7:00 PM (Minutes Acceptance)

Chairman Weir ask for anyone who would like to speak in favor or opposed to the Special Use Permit Application #20141002 for an in-home business to be located at 6895 Track Court

No public comment

A. Special Use Permit #20141002 for an in-home occupation to be located at 6720 Bleight Drive
James Carroll moves that the Planning Commission recommends approval of SUP# 20141002, Maid Brigade, for an in-home occupation at 6720 Bleight Drive as described on the special use permit application and narrative received by the Town on October 2, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations, Ring seconds;

Ayes: Ring, Weir, Caudle, Carroll, Carroll

Nays: 0

B. Special Use Permit #20141027 for an in-home occupation to be located at 6895 Track Court
Maureen Carroll moves that the Planning Commission recommend approval of SUP# 20141027, Track Court Associates, LLC., for an in-home occupation at 6895 Track Court as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations, Ring seconds;

Ayes: Ring, Weir, Mattox, Caudle, Carroll, Carroll

Nays: 0

Adjourn the Special Meeting of the Planning Commission

Ring moves to adjourn the special meeting of the Haymarket Planning Commission, Mattox seconds;

Ayes: 6

Nays: 0

6. Agenda Items

A. Special Use Permit #20141002

Move that the Town Council approve SUP# 20141002, Maid Brigade, for an in-home occupation at 6720 Bleight Drive as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

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

B. Special Use Permit #20141027

Move that the Town Council approve SUP# 20141027, Track Court Associates, for an in-home occupation at 6895 Track Court as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

Minutes Acceptance: Minutes of Dec 1, 2014 7:00 PM (Minutes Acceptance)

RESULT: ADOPTED [5 TO 0]
MOVER: Chris Morris, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Aitken
RECUSED: Joe Pasanello

C. Town Council Strategic Plan

Move adopt the strategic action plan as presented this 1st Day of December 2014, it is further moved to adopt the revised organizational chart and implore upon the Town Council to readopt, personally accept, and sign the code of ethics and standards of conduct.

HAYMARKET VISION STATEMENT

Haymarket...Where a historic past and a positive future flourish.

HAYMARKET MISSION STATEMENT

It is the mission of Haymarket to provide residents, businesses and visitors with public services in a fiscally prudent and socially responsible way.

HAYMARKET CORE VALUES

TRANSPARENT	INNOVATIVE
INTEGRITY	RESPECTFUL
ACCOUNTABLE	INCLUSIVE

HAYMARKET TAGLINE

"Haymarket...everyone's hometown"

HAYMARKET STRATEGIC DIRECTION/ACTION AGENDA 2014-2016

STRATEGIC INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING
 STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE
 STRATEGIC INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS
 STRATEGIC INITIATIVE FOUR: FUND THE FUTURE

INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING.

Capitalize on Haymarket's location, heritage, and healthy mix of assets to grow, diversify and strengthen the economic well-being of town citizens and businesses.

➤ ACTION AGENDA:

1. Appoint a Haymarket business relations advisory committee to assist in fostering a positive town/business relationship. (2015)
2. Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program. (2015)
3. Finalize the Town Center master plan.
4. Select a development plan for the Harrover property and commence development.
5. Draft and adopt an economic development strategy for Haymarket inclusive of an implementation schedule.
6. Complete the Main Street streetscape program.

INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.

Good governance means focusing on the town's mission, performing defined roles and government functions effectively and being accountable to the citizens of Haymarket.

➤ ACTION AGENDA:

Minutes Acceptance: Minutes of Dec 1, 2014 7:00 PM (Minutes Acceptance)

1. Place a Mayor's message on the town's website and in the local newspaper on a quarterly basis. (2014)
2. Develop and adopt annually a Town Council Code of Performance that documents the council's commitment to witnessing the values inherent with good governance. (2014)
3. Conduct an efficiency/effectiveness audit of town sponsored programs and services with particular focus on need and cost.
4. Review and update the Haymarket comprehensive plan as well as the Haymarket zoning and subdivision ordinances.
5. Review the town charter to determine if amending is needed.
6. Develop an annual town report inclusive of a citizen's guide to town government and share it with town residents and town businesses.
7. Develop a Haymarket boards and commission policy guide inclusive of appointment procedures and membership performance expectations and required training.
8. Develop a financial/fiscal policy protocol for Haymarket.
9. Establish baseline performance measures for services and programs offered by the town of Haymarket.

INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS

To be effective, the town of Haymarket must have a positive and interactive relationship with town residents and must be committed to assisting citizens gain a greater understanding of their town government.

➤ ACTION AGENDA:

1. Develop fact sheets for major town issues/projects and share them with the public and the media. (2015)
2. Develop and distribute a quarterly Haymarket newsletter.
3. Sponsor a Haymarket open house annually.
4. Sponsor annually a training seminar for all town appointed and elected boards and commission chairpersons.
5. Establish a Haymarket bank of volunteers and involve them in town matters.
6. Sponsor a Haymarket business appreciation day or week by way of a town council proclamation.
7. Create a local business recognition program honoring town businesses celebrating their 1st, 5th, 10th, 20th and 25th anniversary in the town.
8. Sponsor a Haymarket Local Government Academy to help citizens learn about their town government.
9. Sponsor a Haymarket Community Planning academy to help citizens learn about town planning and zoning issues and practices.
10. Sponsor a "Welcome to Haymarket" program to be used when new businesses and new residents move into town.
11. Sponsor a Haymarket future forum to gain citizen input about the kind of future citizen's want for Haymarket.
12. Develop a "We are Haymarket" video message to be shared with town residents and businesses as well as with local economic development initiatives.

INITIATIVE FOUR: FUND THE FUTURE

To make the future happen in Haymarket will require a commitment to identifying and utilizing the range of revenue options authorized by the Commonwealth of Virginia.

➤ ACTION AGENDA:

1. Draft and adopt a fiscal policy for Haymarket.(2014)
2. In partnership with the county public service authority determine the capacity and condition of Haymarket's water and sewer infrastructure.
3. Identify all sources of revenue the town can use to finance local government programs and services and determine which sources Haymarket should utilize.(2015-2016)
4. Add a capital maintenance component, inclusive of life cycle costs, to the Haymarket Capital Improvement Program (CIP).

5. Develop a five-year revenue and expenditure forecast for programs and services offered by the town of Haymarket.
6. Develop a 10 year Haymarket CIP forecast inclusive of revenue and financing options.

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

D. Holiday Bonuses

Move to amend the adopted fiscal year 2015 budget, as amended, by reducing the General Reserves line item from \$78,575 to \$70,075 and increasing the Public Safety Salaries Line Item from \$348,544 to \$352,444; the Town Administration Salaries Line item from \$164,430 to \$166,730; the Maintenance Service Contracts- Public Works line item from \$18,000 to \$19,000 and the Town Administration Part-Time Salaries Line Item from \$71,050 to \$72,350. It is further moved to approve the Holiday bonuses as recommended by the Personnel and Finance Committee.

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

E. Commendation - Officer Jeff Shaver

WHEREAS, On November 19, 2014, a vehicle driven in a reckless manner drove off the street and into the courtyard area of the Haymarket Station subdivision. The vehicle damaged property belonging to the homeowner's association, and then fled the scene. This occurred late at night, since the egregiously reckless manner in which this vehicle was being driven could have caused serious harm or death to any pedestrians that might have normally been in that area.

WHEREAS, Evidence recovered at the scene was determined to have been from a specific make and model of car. On November 22nd, while on routine patrol, observed a similar make and model vehicle drive by. He also noticed damage consistent with that of the hit and run suspect vehicle.

WHEREAS, Officer Shaver effected a traffic stop of this vehicle. Subsequent investigation by Officer Shaver led to the case being solved and the driver being charged with hit and run, as well as reckless driving. In addition, the suspect will also be charged by the Prince William County Police for filing a false police report, since he had falsely filed a hit and run report after the incident to cover for the damages to his vehicle.

NOW, THEREFORE, The Mayor and Town Council would like to commend Officer Shaver on his keen observation skills that were instrumental in solving this case and for a job well done.

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

7. Consent Agenda

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

1. Department Reports

A. Building Official's Report - Joe Barbeau, Jr.

Minutes Acceptance: Minutes of Dec 1, 2014 7:00 PM (Minutes Acceptance)

- B. Engineer's Report - Holly Montague
- C. Police Report - Interim Chief, Greg Smith
- D. Town Planner's Report - Marchant Schneider
- E. Museum Report - Denise Hall
- F. Treasurer's Report - Sherrie Wilson
- G. Town Manager's Report - Brian Henshaw

2. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Nov 3, 2014 7:00 PM
- B. Committee - Public Facilities - Committee - Nov 19, 2014 4:00 PM
- C. Committee - Finance - Committee - Nov 20, 2014 2:00 PM
- 3. Appropriation Request - Street Scape Funds - Holly Montague

8. Councilmember Time

A. Chris Morris

- He is very impressed that this Council was able to come together and make this strategic plan happen. He asks that the public hold the Council accountable.
- He also asks that the public read the strategic plan and find out what you can do as a citizen to help make this plan happen.

B. Pam Swinford

C. Kurt Woods

D. Matt Caudle

- He comments that the Town Council is responsible for providing clear direction for the Town, as elected to do so by the citizens. He believes the Council should empower the Town employees to carry out the direction set forth by the Council. Council needs to require accountability for themselves, the Town employees, ultimately all of us are responsible to the citizens to carry out their wishes.
- He asks that the Town Council take a field trip to the Reston Town Center

E. Joe Pasanello

- He wishes everyone happy holidays
- He met with Pete Candland and he plans to meet with him on a quarterly basis

F. Steve Aitken

G. David Leake

He reminds of the Town's Annual Holiday Celebration on December 13, 2014 here at Town Hall

9. Closed Session

The Council did not enter into closed session this evening

A. Enter into Closed Session

B. Certification of Closed Session

10. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor