

**Minutes of the New Market
Town Council Meeting
Monday, May 19th, 2025
6:30 pm**

The New Market Town Council met in the Council Chambers of Arthur L. Hildreth, Jr. Municipal Building on Monday, May 19th, 2025, with the following members present: Mayor Peter Hughes, Peg Harkness, Bob King, Daryl Watkins, Janice Hannah. Council member Scott Wymer was absent.

Mayor Hughes called the meeting to order at 6:30 p.m. and established a quorum with four members present. The Pledge of Allegiance was recited in unison. Mayor Hughes welcomed all visitors and guests.

Approval of the Agenda:-

Mr. King moved to approve the agenda as presented, and Mr. Watkins seconded the motion. With no further discussion, the motion was carried out with a unanimous 4-0 voice vote.

Mrs. Harkness	Aye	Mr. Watkins	Aye
Mr. King	Aye	Mrs. Hannah	Aye

Consent Agenda:

Mrs. Harkness moved to approve the Consent Agenda with the following corrections to the minutes of the April 21st, 2025, meeting to reflect the vote of 5-0 instead of 6-0 as there was a council member absent and change the word 'later' to 'lateral' in the Public Works monthly report and a correction to the minutes from May 5th, 2025, Special Called meeting to change the word 'with' to 'what' in the second paragraph, fourth sentence.

Mr. Watkins seconded the motion, with no further discussion, the motion was carried out with a unanimous roll call vote of 4-0.

Mrs. Harkness	Aye	Mr. Watkins	Aye
Mr. King	Aye	Mrs. Hannah	Aye

Public Hearing:

Mayor Hughes invited Mr. Garrison to present the proposed FY25-26 budget for the public hearing. Mr. Garrison started by explaining the budget process and timeline. He highlighted general areas such as the proposed general fund budget is 19.98% lower than the previous year's annual budget. The enterprise fund budget is 3.11% higher than the previous year's annual budget and the general fund and enterprise fund satisfy financed obligations. He explained that the enterprise fund expects receiving financing for water

improvement projects in FY25-26 and addresses operational and inflationary increases we have been experiencing. In his presentation there were slides with graphs displaying the current year and proposed year budget for the general fund revenues, local tax overview, general fund expenditures, and capital outlay in which he highlighted. Mr. Garrison explained the proposed general fund revenue increases which included a 1% meals tax increase, and transient occupancy tax, along with a .10 cent cigarette tax increase per pack, and a \$1.00 increase to trash service and \$1 increase for requested additional totes. He noted that there are no changes to real estate or personal property taxes. Mr. Garrison continued his presentation with enterprise revenues and expenditures and capital outlay. There is a proposed 23% increase to the in-town and out-of-town base water rates, and a 5% increase per 1,000 gallons, as well as a 5% increase in the in-town base sewer rates and the per 1,000 gallons rate. The connection and tap fee rates are proposed to increase by \$3,000 for both water and sewer 3/4" or 5/8" connections. There was a slide that shows the increase and proposed fee schedule. A copy of the presentation is with the minutes.

Mr. Hughes opened the public hearing and invited citizens to give comments on the proposed budget. There were no comments from the citizens attending, and Mr. Garrison did not receive any emails prior to the meeting. Mr. Hughes closed the public hearing at 6:48 p.m.

Citizen Comments and Petitions: none

Committee Reports: none

Staff Reports:

1. Public Works Department Monthly Report – Mr. J. D. Fadley

Mr. Fadley gave a Power Point presentation. The public works department repaired a water main leak at 9700 Congress Street, and at 129 Stuart Street. There was nothing to report on for the collection system. They worked on installing new playground mulch at the park. The maintenance crew and water crew worked together to get the pool up and running. They assisted with Jammin' Foods Fest and had large trash pickup. They continue their regular monthly maintenance items. The water department cleaned unit 1 and unit 2 filters at the Memcor Plant, as well as pressure washing the tanks and the building. They installed a new pump, pipe and airline at Well #8. The plant and well instrument calibrations were completed. Mr. King inquired about a large diameter pipe that was lying out on Fairway by Shenvalee and asked if it was something we were doing. Mr. Fadley stated that was something the Shenvalee was doing with their system. Mrs. Harkness asked how much was picked up for large trash pick-up. Mr. Fadley reported that he didn't have the exact number, but it was about the same as previous pick-ups. A copy of the presentation is on file with the minutes.

2. Planning Department Monthly Report – Ms. Summer Barden

Ms. Barden reported that there was a zoning permit for 169 Early Street for a deck. A copy of the presentation is on file with the minutes.

99 **3. Public Safety Monthly Report – Chief Chris Rinker**

100 Chief Rinker gave a Power Point presentation. He reported that there were 354
101 total calls for service for the month of April with a total of 1307 for the year. There were
102 153 extra patrols, and two foot patrols. He reported on some notable events such as he
103 and Officer Hess attended the Response pin-wheel garden. Officer Hess provided
104 presence during the Easter Egg Hunt at the community park. He reported that he co-
105 coordinated a 40-hour Crisis Intervention Training in Woodstock, and Officer Hess
106 attended “Career on Wheels” event Ashby Lee Elementary. He noted that the bridge
107 project on I81 went better than expected with the influx of traffic, and one stop sign was
108 hit and has been replaced. He stated that the signage on the secondary streets was
109 appreciated, and that VDOT did a good job. Mr. Hughes stated he appreciated the work
110 put into the planning and it seemed to be smooth. Chief Rinker stated he appreciated the
111 communication and team work with VDOT. He talked about how GPS will reroute traffic
112 on secondary roads, and it creates an issue, but there isn’t anything that can help with
113 that. He thanked the council for the Police Week Proclamation and noted that he is
114 appreciative of the team of officers that he has. Mr. Garrison asked Chief Rinker to stay
115 at the podium, as he wanted to commend him on his award, the 2025 Excellent Public
116 Service Professional Award from JMU. He read the press release aloud. Chief Rinker
117 thanked Mr. Garrison, Ms. Barden and the council for allowing him to be able to do this
118 work. A copy of the presentation is on file with the minutes.
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120 **4. Events & Marketing Monthly Report – Ms. Savannah Frazier**

121 Ms. Savannah Frazier presented a power point presentation. Ms. Frazier reported
122 that the RevUp ShenCo business seminar was a success and over 90 Shenandoah County
123 businesses were in attendance. Multiple New Market business owners attended and
124 Karla, owner of The Home Store, was on a panel titled Collaborate and Grow. The Travel
125 the Towns passport game was a success and a great partnership with Timberville, and
126 Broadway. There were over 30 completed passports, and they have received a lot of great
127 feedback and look forward to doing it again in 2026. She noted that the Downtown Mural
128 project proposals are due by June 2nd. The JMU Student Intern completed 150 hours and
129 worked on projects with us and a few of the businesses. He assisted with content creation,
130 interview and article writing, research, Jammin’ Foods Fest, and new business brochure
131 creation and more. Ms. Frazier reported that Jammin’ Foods Fest was a success and had
132 great attendance and weather. She thanked the New Market Rotary, the sponsors and all
133 volunteers for their help with that event. She gave an update on the upcoming events to
134 include Meet the Rebels, ribbon cutting, a movie night and Cross Roads Music Fest. Mr.
135 Hughes complimented Ms. Frazier on a job well done. A copy of the presentation is on
136 file with the minutes.
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140 **Action Items:**

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142 The only action item on the agenda was the discussion and consideration of the New
143 Market Framer’s Market letter of request. Ms. Barden explained the letter of request is
144 the same as in the past, and noted each member had a copy in front of them. She did a
145 quick overview of the request. Mr. Hughes noted that Mrs. Conner was in attendance if
146 there were any questions for her. Mrs. Hannah asked how many vendors each week in
147 attendance on average. She stated in the past that there were three to five vendors,

148 however she is unsure which ones of those will come back. She stated she will be doing
149 outreach to find more vendors. Her goal is to have a minimum of five but wants to
150 increase. Mr. Hughes asked what the itinerant merchant fee was, and Ms. Barden
151 explained the fee helps to reduce random vendors setting up throughout town, and this
152 waiver has been approved in the past.

153
154 Mrs. Hannah made a motion to approve the request of the New Market Farmer's Market,
155 and Mr. King seconded the motion. Mr. Watkins inquired about the current number of
156 vendors signed up for the season and if they are local. Mrs. Conner explained that right
157 now there was only her and one other. She stated she didn't want to advertise until she
158 knew she had permission from the council. With no further discussion the motion was
159 passed with the following 4-0 roll call vote.

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161 **Mrs. Harkness** **Aye** **Mr. Watkins** **Aye**
162 **Mr. King** **Aye** **Mrs. Hannah** **Aye**
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166 **Mayor's Comments:**

167 Mayor Hughes read the proclamation establishing that May 18th through May 24th, 2025,
168 as National Public Works Week.

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170 He announced the candidates who submitted their Letters of Intent for the vacant council
171 seat. There were three candidates which were: Buzz Menhardt of 9861 Woodbine Way,
172 Jon Henry of 9383 North Congress Street, and Jeannie Braithwaite of 112 Tyler Drive.
173 Mr. Garrison explained that by state law the council must wait seven days after the
174 announcement of the candidates to make their selection. Per state law, there were copies
175 of the letters of intent available for review by citizens at the meeting and would be posted
176 on the website within the hour.

177
178 Mr. Hughes wanted to make a comment in light a news article that was published. He
179 wanted to clarify that the Town of New Market has decided to not proceed with the large
180 development on the south end of town. This development would require an amendment to
181 the Voluntary Settlement Agreement, called the VSA, that was approved in 2012 with
182 Shenandoah County. The VSA remains in effect until 2032. There have been no plans or
183 discussion on this topic since the Town Council decision on May 31st. Any statements
184 otherwise are inaccurate. The VSA allows a smaller number of homes to be built there. If
185 a builder or developer wants to build, they will need to go through the normal process
186 with approval by the Town. This requires submission of plans to the Town staff, and then
187 to the Planning Commission, requiring public hearings and recommendations from the
188 Planning Commission and consideration by the Town Council. He wanted to make it
189 clear that that was the position they took, and nothing else is happening on that topic at
190 this time.

191
192 Mrs. Harkness noted that there was an incident at the library that involved a patron
193 harassing the worker and making comments about the worker and her child. She thanked
194 Chief Rinker for his immediate attention, after she told him of the incident, and a trespass
195 notice was delivered to the patron.

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197 Mrs. Hannah thanked the citizens that attended the meeting that night and listened to the
198 proposed budget. She stated she knows it isn't the most fun thing to listen to, but it gives
199 you a good understanding of where we are, and the time and effort put into the budget.
200 She stated she thinks it is important for the citizens to know these things and encouraged
201 them to send questions to Mr. Garrison if they have any.

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203 **Council Comments:**

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206 **Staff Comments:**

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210 **Closed Session:**

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212 Mrs. Harkness moved to go into a closed session as authorized by section
213 2.23711(A)(1) of the state code to discuss the hiring or appointment of specific public
214 officers, appointees, or employees. The subject matter is the appointment of a
215 specific public official, a Town Council member. Mrs. Hannah seconded the motion.
216 With no further discussion, the motion was carried out with a unanimous roll call
217 vote of 4-0.

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220 Mrs. Harkness	Aye	Mr. Watkins	Aye
221 Mr. King	Aye	Mrs. Hannah	Aye

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224 A five-minute recess was given to clear the room prior to the closed session convening.
225 The closed session was convened at 7:25 p.m.

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227 Mr. Watkins made a motion to return from Closed Session and read aloud the
228 following Certification Resolution: With respect to the just-concluded Closed
229 Session and to the best of each member's knowledge, (i) only public business
230 matters lawfully exempted from open meeting requirements under The Virginia
231 Freedom of Information Act and (ii) only such public business matters as were
232 identified in the motion by which the closed meeting was convened were heard,
233 discussed or considered in the meeting by the Town Council. Mr. King seconded the
234 motion which passed on the following 4-0 roll call vote:

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236 Mrs. Harkness	Aye	Mr. Watkins	Aye
237 Mr. King	Aye	Mrs. Hannah	Aye

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240 **Adjournment:**

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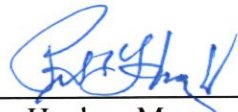
242 With no further business to discuss, at 8:49 p.m. Mr. King made a motion to
243 adjourn the meeting. Mrs. Harkness seconded the motion, and with no further
244 discussion the motion passed on a unanimous 4-0 voice vote.

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N. Garrison, Town Clerk



Peter Hughes, Mayor