

**Minutes of the New Market
Town Council Meeting
Monday, November 17th, 2025
6:30 pm**

The New Market Town Council met in the Council Chambers of Arthur L. Hildreth, Jr. Municipal Building, on Monday, November 17th, 2025, with the following members present: Mayor Peter Hughes, Peg Harkness, Bob King, Jon Henry, Janice Hannah, Daryl Watkins, and Scott Wymer.

Mayor Hughes called the meeting to order at 6:30 p.m. and established a quorum with 7 members present. The Pledge of Allegiance was recited in unison. Mayor Hughes welcomed all visitors and guests.

Approval of the Agenda:

Mr. Watkins moved to approve the agenda as presented. Mr. King seconded the motion. With no further discussion, the motion was carried out with a unanimous 6-0 vote.

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

Consent Agenda:

Mr. King moved to approve the Consent Agenda which included the minutes from October 20th, 2025, meeting of the New Market Town Council, minutes from November 3rd, 2025, Special Called Joint Public Hearing and October 2025 financials. Mr. Watkins seconded the motion. With no further discussion, the motion was carried out with a unanimous voice vote of 6-0.

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

Public Hearing: none

Citizen Comments and Petitions: none

Committee Reports: none

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51 **Staff Reports:**
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53 **1. Public Works Department Monthly Report – Mr. J. D. Fadley**

54 Mr. Fadley gave a Power Point presentation. The public works department assisted with
55 turning off the water at the New Market North Apartments due to busted water pipes in
56 the building. He reported that the department cleared a sewer back up at 9589 Cadet
57 Road, and 9612 John Sevier Road. They continue to do the regular monthly maintenance
58 tasks. The public works department was busy finishing up the landscaping at the mural
59 project. They have started decorating for Christmas. He stated that it takes approximately
60 four weeks to complete the decorations. They collected 2.6 tons of trash during large
61 trash pick-up and 330 bags of grass and leaves. The water department had a busy month.
62 They replaced an air release and line at Stirewalt pump station and up-graded 60 water
63 meters. They worked on programming at the North Fork and Stirewalt pump station. He
64 reported that staff have started fire hydrant maintenance. The SOC waivers were
65 completed for reduced VDH testing at the well and water plant. They started working on
66 PFAS testing options, which is a new test required by VDH. Mr. Fadley noted that he and
67 Mr. Griggs completed a 24-hour Management and Supervisory Leadership training
68 course in Public Utilities and Water Works. Mr. King asked what PFAS is. Mr. Fadley
69 explained that it is a new thing that they have found in water, that firefighters used in
70 foam years ago and it has found its way into the water system and wastewater systems
71 and we have to test our water now. It can cause cancer. Mr. Fadley stated that they do not
72 think it will be an issue as there isn't anything close to our area that can contaminate it.
73 He stated that PFAS can also be found in other items such as McDonald's French fry
74 containers, and lipsticks. The water department will be testing for this quarterly. Mr.
75 Garrison noted that this is not just a New Market requirement, as it is across the board. A
76 copy of the presentation is on file with the minutes.

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80 **2. Planning Department Monthly Report – Ms. Summer Barden**

81 Ms. Barden presented a Power Point presentation. She reported that there was one zoning
82 permit for a shed at 182 Clark Street. She had an update on the Rt. 211 Sidewalk project,
83 reporting that VDOT has completed their review of the bid documents, and we have
84 received authorization to advertise. She said that staff are coordinating bid advertisement
85 dates with the engineer. The town will be able to go to bid soon. She gave a brief update
86 on the conditional use permit for the property at 9361-9365 North Congress Street. She
87 stated that it would have to go back through the process, because not all adjoining
88 property owners were listed in the permit and notified. It will go back to the Planning
89 Commission on December 1st. She informed them that there will be another joint public
90 hearing scheduled, but she will keep them informed. A copy of the presentation is on file
91 with the minutes.

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94 **3. Public Safety Monthly Report – Chief Rinker**

95 Chief Rinker gave a Power Point presentation. Chief Rinker reported that there were 488
96 calls for service, which makes 4062 total for the year. There were 263 extra patrols and
97 10-foot patrols. He informed council about the community engagement over the past
98 month. On October 7th, he provided realtor safety tips to Ashley Dudley and the staff at

Homegrown Real Estate. Sgt. Smoot and Officer Toman participate in the Shenandoah Caverns Trunk or Treat event. On October 10th, he spoke to the Criminal Justice class at Triplitt Tech and attended Career on Wheels at Ashby Lee with Officer DeMay. The police department provided a presence at the Crossroads Music Fest. Officer DeMay represented the police department at the Shenandoah Wellness Fair hosted at Central High School. They participated in Trick or Treat on Congress Street by handing out glow bracelets, candy, and helped with traffic at the intersection. Chief stated that there weren't any calls that really stood out this past month. The numbers were normal. There was one DUI arrest and no TDOs or ECOs. Mayor Hughes commented that the number of ECOs and TDOs has been low, and he was happy to see that. Chief Rinker gave credit to his officers and their compassion and ability to de-escalate situations and their training. A copy of the presentation is on file with the minutes.

4. Events & Marketing Monthly Report – Ms. Savannah Frazier

Ms. Savannah Frazier gave a power point presentation. Ms. Frazier gave updates on Trick or Treat on Congress Street and said that there was an estimated 700 plus kids in attendance. She reported that the East Lee Street Mural ribbon cutting was a huge success. The lighting for the mural will be installed in the coming month so the mural will be lit up at night. She gave a quick update on the upcoming events such as Tis the Season activities, Flashlight Candy Cane Hunt, the Holiday Food Drive, and the Shop Local Passport. She will be attending the VA-1 Governor's Tourism Summit this week and is working on 2026 event planning. A copy of the presentation is on file with the minutes.

Action Items:

The first action item was the discussion and consideration of appointments to the Historic Overlay District Review Board. Mayor Hughes noted that there was an application from Mrs. Donna Linski, and an appointment of Ms. Barden to the board was in order. Ms. Barden explained that there were currently three vacancies, and Mrs. Donna Linski was interested in serving. She stated that Mr. Garrison was currently appointed to the board as the town liaison, and that she needed to be appointed in his place. Mayor Hughes clarified that there will still be two other openings for this board and inquired if the information was being communicated to citizens. Ms. Barden stated that it is on our website and has been on social media. She explained that the board is required to have three members of the community, three members that own property in the historic district, and one town staff member. These requirements make the process selective. Mayor Hughes asked about the committee terms, and Ms. Barden reported they were three-year term.

Mrs. Hannah made a motion to appoint Mrs. Donna Linski to the Historic Overlay Review Board, as well as appointing Ms. Summer Barden to the Historic Overlay Review Board to replace Mr. Nathan Garrison. Mr. Wymer seconded the motion. With no further discussion, the motion was carried out with a unanimous roll call vote of 6-0.

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

The second action item was the discussion and consideration to approve the pre-annexation agreement regarding the parcel located adjacent to U.S. Rt. 211, adjacent to U.S RT 211, Tax Map ID 104-A-15B, that comprises approximately 2.5473 acres to be annexed and zoned General Business District B-1 and authorize the Town Manager to execute the agreement between the Town and the property owner. Mr. Garrison recalled that at the September Council meeting the Council voted to send notification to Shenandoah County of the Town's intent to pass an annexation ordinance. That notification was sent to them. This action item is in regard to the pre-annexation agreement that the Town must negotiate with the property owner underneath the terms of the Voluntary Settlement Agreement with Shenandoah County. He reported that the town has completed that requirement and the pre-annexation packet was provided in the packet. He stated that the pre-annexation outlines various responsibilities of the property owner through this process.

Mr. Jason Ham noted that since this pre-annexation involves Mr. Jon Henry, that he would not be speaking on this topic or voting.

Mr. Wymer inquired as to the zoning for the property once it is annexed. Mr. Garrison explained that once the land is annexed in the property would go through a rezoning process, but the final zoning will be General Business District B-1.

With no further questions, Mrs. Harkness moved to approve the pre-annexation agreement regarding the parcel located adjacent to U.S. Rt. 211, adjacent to U.S RT 211, Tax Map ID 104-A-15B. Mrs. Hannah seconded the motion. With no further discussion, the motion was carried out with a roll call vote of 5-0-1.

Mrs. Harkness	Aye	Mr. Watkins	Aye
Mr. King	Aye	Mrs. Hannah	Aye
Mr. Henry	Abstain	Mr. Wymer	Aye

The third action item was the Discussion and consideration of Ordinance #141- Regarding the annexation of a parcel located adjacent to U.S RT 211, Tax Map ID 104-A-15B, that comprises approximately 2.5473 acres to be annexed and zoned General Business District B-1. Mr. Garrison stated that this is the formal process for annexing the land that will be effective on December 31st, 2025, at midnight. This is the final step of the process.

Mayor Hughes opened the floor for a motion to approve Ordinance #141 regarding the annexation of Mr. Jon Henry's parcel, Tax Map ID 104-A-15B. Mr. Watkins moved to approve Ordinance #141. Mrs. Hannah seconded the motion. With no further discussion, the motion was carried out with a roll call vote of 5-0-1.

Mrs. Harkness	Aye	Mr. Watkins	Aye
Mr. King	Aye	Mrs. Hannah	Aye
Mr. Henry	Abstain	Mr. Wymer	Aye

Mayor's Comments:

Mayor Hughes stated the town looks magical this time of year and thanked the public works staff for all the hard work decorating the town for the holidays. He noted that he attended the grand opening of the E. Lee Street Mural. He stated that he has been asked by citizens what is behind the murals, and he believes that murals add quite a bit of interest to the downtown area and are attractive. He thanked the staff for working on the mural.

Council Comments:

Mrs. Harkness agreed with the mayor's comments on the mural and noted that the grand opening was very well attended, and the muralist did a great job.

Mr. Watkins stated that the town is looking good.

Mrs. Hannah said she was super impressed with the mural and the gathering, as well. When you do something that inspires people to be even more proud of where they live, they will turn out. She noted there was a lot of work and effort put into this mural and thanked all of the people involved.

Staff Comments:

Mr. Garrison commented that he had two topics to discuss. The first was to recap the water tank project, as the project was awarded last month after the closed session. He wanted the public to know that the town of New Market awarded the water tank project to Lantz Construction of Winchester and the construction contract of \$3,740,880.00. He noted he is very proud of this project mainly because this resulted in saving the town over a million dollars. He took a moment to read a post that gave an overview of cost savings of this project. The post read is below:

'The Town of New Market has achieved significant cost savings on its upcoming water systems project, securing over \$1 million in construction savings while still meeting long-term infrastructure and capacity goals. For several years, the Town has been planning to expand its water storage capacity beyond its existing 500,000-gallon tank, which was built in the late 1960s. The original plan called for constructing two new 500,000-gallon tanks and decommissioning the current one. However, in light of rising construction costs, Town staff re-evaluated the approach and identified a more cost-effective solution. After receiving bids for the original two-tank design, staff worked closely with engineers and contractors to value engineer the project—building one new 500,000-gallon tank while rehabilitating the existing one. A professional assessment confirmed that the current tank is an excellent candidate for rehabilitation. Partnering with Lantz Construction of Winchester, the Town negotiated new terms that will preserve system redundancy, increase storage capacity, and save \$1,017,778 in construction costs. Following construction, the current tank will be rehabilitated and placed on a long-term service contract.'

Mr. Garrison mentioned that there was a lot of work over the past year to get to this point. The preconstruction meeting was held and went very well. The final loan details will be done next month, and there will be a public hearing on that as well.

The second topic of discussion was the need to rewrite the comprehensive plan. He noted that town staff are getting quotes from various consultants about the project. Staff would like to bring this to council within the next month or so to start preparing to work on this in the year 2026. Staff are working on the details of that, hoping for a very extensive public engagement process, and having a comprehensive planning document at the end of the year.

Mayor Hughes noted that Council will be going into closed session and recessed the meeting at 6:57 p.m. to reconvene at 7:05 p.m. to begin the closed session. Mr. Jason Ham stated that council had not read into the closed session yet. Mayor Hughes acknowledged this and asked Mrs. Harkness to read the closed session statement.

Closed Session:

Mrs. Harkness moved to go into a closed session as authorized by section 2.2-3711(A)(3) of the state code to discuss the disposition of real property, where discussion in an open meeting would adversely affect the negotiating strategy of the public body. The subject matter of the meeting is real property at 9184 John Sevier Road. The motion was seconded by Mrs. Hannah. With no further discussion, the motion was carried out with a unanimous roll call vote of 6-0.

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

After a brief recession, the closed session commenced at 7:05 p.m.

Mr. Watkins made a motion to return from Closed Session at 8:17 p.m. and read aloud the following Certification Resolution: With respect to the just-concluded Closed Session and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act 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 Town Council. Mr. Wymer seconded the motion which passed on the following 6-0 roll call vote:

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

295 **Adjournment:**

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297 **With no further business to discuss, at 8:17 p.m. Mr. Wymer made a motion**
298 **to adjourn the meeting. Mr. King seconded the motion, with no further discussion**
299 **the motion passed on a unanimous 6-0 voice vote.**

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N. Garrison, Town Clerk



Peter Hughes, Mayor