

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.

21 Mrs. Harkness Aye Mr. Watkins Aye
22 Mr. King Aye Mrs. Hannah Aye
23 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.

34	Mrs. Harkness	Aye	Mr. Watkins	Aye
35	Mr. King	Aye	Mrs. Hannah	Aye
36	Mr. Henry	Aye	Mr. Wymer	Aye

Public Hearing: none

Citizen Comments and Petitions: none

Committee Reports: none

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Staff Reports:

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

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

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2. Planning Department Monthly Report – Ms. Summer Barden

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

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3. Public Safety Monthly Report – Chief Rinker

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

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

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

124 The first action item was the discussion and consideration of appointments to the Historic
125 Overlay District Review Board. Mayor Hughes noted that there was an application from
126 Mrs. Donna Linski, and an appointment of Ms. Barden to the board was in order. Ms.
127 Barden explained that there were currently three vacancies, and Mrs. Donna Linski was
128 interested in serving. She stated that Mr. Garrison was currently appointed to the board as
129 the town liaison, and that she needed to be appointed in his place. Mayor Hughes
130 clarified that there will still be two other openings for this board and inquired if the
131 information was being communicated to citizens. Ms. Barden stated that it is on our
132 website and has been on social media. She explained that the board is required to have
133 three members of the community, three members that own property in the historic
134 district, and one town staff member. These requirements make the process selective.
135 Mayor Hughes asked about the committee terms, and Ms. Barden reported they were
136 three-year term.
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138 Mrs. Hannah made a motion to appoint Mrs. Donna Linski to the Historic Overlay
139 Review Board, as well as appointing Ms. Summer Barden to the Historic Overlay Review
140 Board to replace Mr. Nathan Garrison. Mr. Wymer seconded the motion. With no further
141 discussion, the motion was carried out with a unanimous roll call vote of 6-0.
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143 Mrs. Harkness	Aye	Mr. Watkins	Aye
144 Mr. King	Aye	Mrs. Hannah	Aye
145 Mr. Henry	Aye	Mr. Wymer	Aye

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

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

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

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

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174 Mrs. Harkness	Aye	Mr. Watkins	Aye
175 Mr. King	Aye	Mrs. Hannah	Aye
176 Mr. Henry	Abstain	Mr. Wymer	Aye

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

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

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190 Mrs. Harkness	Aye	Mr. Watkins	Aye
191 Mr. King	Aye	Mrs. Hannah	Aye
192 Mr. Henry	Abstain	Mr. Wymer	Aye

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197 **Mayor's Comments:**

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

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206 **Council Comments:**

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

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210 Mr. Watkins stated that the town is looking good.

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

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217 **Staff Comments:**

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

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227 'The Town of New Market has achieved significant cost savings on its upcoming water
228 systems project, securing over \$1 million in construction savings while still meeting
229 long-term infrastructure and capacity goals. For several years, the Town has been
230 planning to expand its water storage capacity beyond its existing 500,000-gallon tank,
231 which was built in the late 1960s. The original plan called for constructing two new
232 500,000-gallon tanks and decommissioning the current one. However, in light of rising
233 construction costs, Town staff re-evaluated the approach and identified a more cost-
234 effective solution. After receiving bids for the original two-tank design, staff worked
235 closely with engineers and contractors to value engineer the project—building one new
236 500,000-gallon tank while rehabilitating the existing one. A professional assessment
237 confirmed that the current tank is an excellent candidate for rehabilitation. Partnering
238 with Lantz Construction of Winchester, the Town negotiated new terms that will preserve
239 system redundancy, increase storage capacity, and save \$1,017,778 in construction costs.
240 Following construction, the current tank will be rehabilitated and placed on a long-term
241 service contract.'

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

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

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

263 **Closed Session:**

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

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273 Mrs. Harkness Aye Mr. Watkins Aye
274 Mr. King Aye Mrs. Hannah Aye
275 Mr. Henry Aye Mr. Wymer Aye

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

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280 Mr. Watkins made a motion to return from Closed Session at 8:17 p.m. and read
281 aloud the following Certification Resolution: With respect to the just-concluded
282 Closed Session and to the best of each member's knowledge, (i) only public business
283 matters lawfully exempted from open meeting requirements under The Virginia
284 Freedom of Information Act and (ii) only such public business matters as were
285 identified in the motion by which the closed meeting was convened were heard,
286 discussed or considered in the meeting by the Town Council. Mr. Wymer seconded
287 the motion which passed on the following 6-0 roll call vote:

289	Mrs. Harkness	Aye	Mr. Watkins	Aye
290	Mr. King	Aye	Mrs. Hannah	Aye
291	Mr. Henry	Aye	Mr. Wymer	Aye
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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.

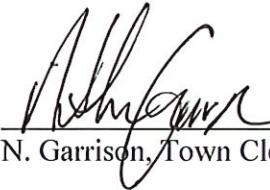
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N. Garrison, Town Clerk


Peter Hughes, Mayor