



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 1, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Councilmembers Jim Drakes, Matthew Dawson, Cindy Fithian, and Joe McGuire

Planning Commission: Joe McGuire, Heather Ozuna, Ramsey Baerga

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Billy Flynn, The Engineering Groupe; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk; Adam Linn, Police Officer

**Absent:** Vice Mayor Pat Sivigny

**1. Call to Order**

Mayor Quist called the meeting to order at 7:00 p.m.

**2. Citizens Time**

Boy Scout Matthew Moore inquired about Thanksgiving and Christmas events occurring within the Town.

Boy Scout Douglas Baker inquired about the possibility of having a metro station connecting Woodbridge to Washington D.C.

**3. Approval of Minutes**

It was moved to approve the minutes of the October 4, 2016 Regular Meeting and October 18, 2016 work session.

**A motion was made by Councilmember McGuire seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

**4. Councilmember Reports**

Councilmember Fithian stated that she will meet with Heather Ozuna, Planning Commission, and begin work for the town's submission to the Main Street America Program. She also gave a report on the State of the Occoquan Cruise organized by Occoquan River Communities and stated that it was successful and many people from the community attended to include Congressman Connolly and Supervisor Anderson.

Councilmember Dawson stated that the Architectural Review Board approved three exterior elevation applications and completed the sign ordinance for Town Council approval.

Councilmember McGuire reported that the Planning Commission had a meeting and tasked Town Staff with obtaining a proposed cost of updating the Zoning Code.

## 5. Mayor's Report

Mayor stated that she often accompanies tour buses with Discover Prince William and she encourages individuals to come back to Occoquan for shopping and dining options. She also discussed with Council about if the Town should stop providing dinner after the Town Blessing and opt for a larger gathering at Mamie Davis Park that is more inclusive. By consensus, the Council agreed to not hold the holiday party following this year's town blessing in December.

## 6. Staff Reports

### A. Town Attorney: Mr. Crim, Town Attorney, reported on the following:

- a. A Special prosecutor, Sharon Pandak interim Town Attorney for the Town of Dumfries, will be required for the prosecution regarding the Kiely trespassing matter.
- b. Sewage spill has been reported on 430 Mill Street and stated that Town Manager has more details about this issue.

Councilmember McGuire inquired about when signage posted on the property purchased by the Town on Tanyard Hill Road will be removed. Mayor Quist stated that the Town Manager will have that information in her report.

### B. Town Engineer Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. Billy Flynn, Engineering Groupe, was in attendance to answer questions regarding the River Mill Park erosion issues.

The Council inquired about what the Engineering Groupe was doing to resolve the River Mill Park trail erosion issue. Mr. Flynn stated that the issue is occurring because of water flow across the Fairfax Water access road from the property and Stormwater facility adjacent to and above River Mill Park. The Engineering Groupe proposed to install a drainage system above the trail, asphalt the trail, or possibly both.

Councilmember Drakes inquired if asphalt would be the best solution for an erosion problem. Mr. Flynn stated that it would solve the long term maintenance problem and he didn't think it would have a large impact to the park. He also stated that with the combination of the small drainage system and asphalt, the problem should be resolved. Mr. Flynn stated that Fairfax Water will drive the expense of asphaltting the trail up because of the limits on bringing heavy equipment into the park.

Councilmember Drakes inquired about if the drain could be installed first and then work on asphaltting the trail at a later date. Mr. Flynn stated that they could install it now and that would help mitigate the erosion they are currently seeing. Mrs. Jovanovich stated that there will be a cost to the town associated with installing the drainage ditch or asphaltting the trail. Mrs. Jovanovich stated that she is currently working with the Engineering Groupe on getting the costs for these solutions. She also

stated that funding can be allocated through the FY2017 CIP; however some projects included in the planned CIP will be delayed to a future FY.

Mrs. Jovanovich stated that asphaltting the trail would be the best long term solution because the annual cost to refurbish the stone dust trail is approximately \$2,500. It was agreed upon that the drainage system must be installed before any other work is performed on the trail. Councilmember Fithian inquired about the amount of time that it would take to install the drainage system and Mr. Reese stated that everything should take about a month after it is approved by Fairfax Water. Mrs. Jovanovich stated that she would reach out to Prince William County Public Works to see if they can assist with the installation. Mr. Flynn stated that he already had the design for the drainage system and he would be able to submit the preliminary design for approval from Fairfax Water within the next week.

- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Jovanovich, Town Manager, submitted a manager's report as part of the agenda. The Town Manager went into further detail on Employee evaluations and that the staff has started and completed the benchmarking process. She reminded Council that Chief Levi's Retirement Reception will be November 29, 2016, 4:30 to 6:30 p.m. at Town Hall. She also went into detail about the sewage spill that was reported on the Kiely property. She stated that she has a motion recommended for Council that is based on Town Code 30-1, Virginia Code 15.2-906, which deals with nuisances on private property, that would require the property owner to clean up the property. If the property owner does not clean up the property within the time set, then the Town or Town agents can then go on to the property and clean up the property and bill the owner for the expense. Mr. Crim stated that Town has the obligation to protect the public.

It was moved to prescribe that the owner of 430 Mill Street be notified to abate the conditions leading to the sewage spill on their property and that if they fail to do so within seven calendar days within notice that the Town will abate those conditions by its agents or employees by the owners expense pursuant to Town Code Section 30-1.

**A motion was made by Councilmember McGuire, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.**

Councilmember Drakes wanted to commend the Eagle Scout on building the benches in River Mill Park and inquired about the estimated completion date for the Canoe/Kayak Ramp. Mrs. Jovanovich stated that due to the fact that it is a federal grant there are several steps that need to be completed before an accurate timeline can be estimated. There are restrictions on the permit that limit when the work can be completed.

- E. **Chief of Police:** Chief Levi provided his October 2016 report with the agenda packet. No questions were received. Councilmember Fithian wanted to commend Chief Levi on his

quick response to back-up Virginia State Police in the apprehension of a suspect that concluded a high speed chase in Occoquan.

## 7. Public Hearing

### **7A. Joint Public Hearing of the Town Council and Planning Commission Regarding Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising**

Mayor Quist opened the public hearing at 7:33 p.m.

Councilmember McGuire opened the public hearing for the Planning Commission at 7:33 p.m. a roll call vote was conducted: Joe McGuire, Ramsey Baerga, and Heather Ozuna were in attendance. No citizens spoke.

Councilmember McGuire closed the public hearing at 7:34 p.m.

Mayor Quist closed the public hearing at 7:34 p.m.

**Planning Commission recommends approval of the ordinance as written. A motion was made by Chairman McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.**

## 8. Regular Business

### **8A. Request to Adopt an Ordinance to Amend Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising**

It was moved to adopt Ordinance O-2016-03 to amend Chapter 66, Article VIII of the Town Code Relating to Regulation of Signs.

**A motion was made by Councilmember Dawson, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.**

## 9. Closed Session

Councilmember McGuire moved that the Council convene in closed session to discuss the following as permitted by Virginia Code S 2.2-3711(A)(1), a personnel matter involving: salary or other compensation of a specific employee. Councilmember Drakes seconded. **The motion carried by poll vote, unanimously.**

The Council came out of closed session at 8:03 p.m. Councilmember McGuire move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Fithian seconded. Motion passed, **Ayes- Councilmember Fithian, Councilmember Drakes, Councilmember Dawson, and Councilmember McGuire, by roll call vote.**

**8B. Request to Appoint Interim Chief of Police/Town Sergeant**

It was moved to appoint Officer Adam Linn as Interim Chief of Police/Town Sergeant effective at the end of the current Chief's shift on December 2, 2016, contingent upon the Town Manager's successful negotiation of his salary and benefits within the range approved in closed session.

**A motion was made by Councilmember Fithian, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.**

**8C. Request to Adjust Salary for Town Clerk Due to Federal Overtime Rule**

It was moved to increase the Town Clerk salary to \$47,476 effective November 20, 2016, due to the required Final Rule: Overtime issued by the Us Department of Labor effective December 1, 2016.

**A motion was made by Councilmember Dawson, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.**

**8D. Request to Approve 2017 Meeting and Holiday Calendar**

It was moved to approve the 2017 Town Council meeting schedule as presented.

**A motion was made by Councilmember Fithian, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

**8E. FY 2018 Budget Discussion - Goal and Priority Setting**

After discussion, the Town Council decided to maintain the following priorities set in 2015: Parking Issues, Pedestrian Safety and Access, Historic Preservation and Town Appearance, Community Development and Programming, and Stormwater Management. The Council also decided to add Public Safety, as well as adjust the Riverwalk Project to Riverwalk and Usages to the priorities list.

**10. Adjournment**

The meeting was adjourned at 8:39 p.m.

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Christopher Coon  
Town Clerk