



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 3, 2017
7:00 p.m.

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

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

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Jamaal Speights, 1447 Occoquan Heights Ct., stated that he recently moved into Occoquan and he has observed speeding on Washington Street. He stated that his favorite cat was hit by a car on Washington Street. He stated that with all of the activity on Washington, it makes sense to have a speed bump where the crosswalk is and possibly two additional speed bumps at Occoquan Heights Court and Washington Square. He also states that the sidewalk by Mom's Apple Pie needs a guardrail between the street and the sidewalk.

4. Approval of Minutes

It was moved to approve the minutes of the December 6, 2016 Regular Meeting.

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

5. Councilmember Reports

Councilmember Drakes stated that the Budget Committee met on December 16, 2016 and the progress made will be presented at the Town Council Work Session.

Councilmember Dawson stated that the ARB had no meeting in December.

6. Mayor's Report

Mayor Quist stated that she is continuing to work towards having the proffers removed from the Tanyard Hill property so that the Town can move forward with signage and trail installation.

7. Staff Reports

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

- i. There has been no activity on the Kiely matter since the last meeting. The petition for appeal from the State Technical Review Board will be sent shortly. When that petition is received, Mr. Crim will file a response with the Circuit Court.
 - ii. There is a dispute with the construction contract for River Mill Park Phase I with Miller Brothers over claims of delay damages. Miller Brothers requested that the Mayor respond to their claim. If it is not resolved, then the matter will come to the full Council.
- 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 project. No questions were received.
- 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 submitted a manager's report as part of the agenda. She added that the town's Welcome Sign at the corner of Commerce and Washington Streets was hit by a vehicle on Sunday, January 1, 2017, and staff is working with insurance to have the sign repaired and reinstalled.
- E. Town Treasurer:** Ms. Breeding was not present, however, her report was submitted as part of the meeting agenda.

Councilmember Drakes inquired about the meals tax audit. Ms. Jovanovich stated that a Meals Tax Audit has not been performed by the town in the past. She stated that it is a priority and should be performed annually by the Town Treasurer.

Councilmember Drakes inquired about the delinquency for three years on Real Estate Taxes. Ms. Jovanovich stated that there are several steps the town is able to take to collect the delinquent funds. Previously, the Treasurer has reached out to Prince William County regarding delinquent properties, and when the County begins their collection process on the property, the Town can ask the County to include the cost owed to the Town.

- F. Chief of Police:** Interim Chief Linn provided his December 2016 report with the agenda packet. No questions were received.

8. Regular Business

8A. Request to Award Contract for Town Recodification and Zoning and Subdivision

It was moved to approve a contract with Burns and McDonnell and set a not to exceed amount of \$33,022 for the Zoning and Subdivision Ordinance Update project utilizing FY 2017 CIP funding. It was also moved to approve a contract with Legal Publishing Corporation and set a not to exceed amount of \$10,000 for the Town Code Recodification project utilizing FY 2018 CIP funding, pending Town Council approval of the FY 2018 Budget.

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

8B. Request to Appropriate Funding for River Mill Park Project Overage

It was moved to appropriate a not to exceed amount of \$60,000 from FY 2017 Capital Improvement Projects for the completion and close out of the River Mill Park project.

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

8C. Request to Approve Parking Restrictions on West Locust Street

Ryan Somma, 109 Washington Square Ct., stated that he lives in the area and expressed that there is a need for parking. He requested that Town Council consider restoring parking in other areas near West Locust Street if they decide to eliminate parking on West Locust Street.

It was moved to prohibit on-street parking on the north side of West Locust Street between 110 and 208 West Locust Street and designate a ten-foot clear area on both sides of the existing driveway on the south side to prohibit parking and direct the Chief of Police to coordinate the installation of appropriate and adequate no parking signage at a cost not to exceed \$800.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, 4-1, with Councilmember Fithian voting Nay.

8D. Request to Approve Amendment to Chapter 62 of the Town Code, Prohibiting the Blocking of Intersections

It was moved to adopt the proposed Ordinance to amend Chapter 62 of the Town Code to prohibit the blocking of intersections within the Town.

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

8E. Request to Approve Employee Health Insurance Stipend

It was moved to approve and appropriate a not to exceed amount of \$1,300 to provide a monthly stipend to pay 80% of a monthly health insurance premium for the Town Clerk for the period of March 1, 2017 through June 30, 2017.

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

8F. Request to Set Policy on Police Take Home Vehicle

It was moved to set a policy to permit the use of a take home vehicle for the Chief of Police.

A motion was made by Councilmember Fithian, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, 2-Ayes Councilmember Drakes and Fithian; 2-Nays Vice Mayor Sivigny and Councilmember

McGuire; 1-Abstain Councilmember Dawson; Tie Vote Requires Mayor vote; Mayor Quist voted Aye.

8G. Request to Appoint Town Representative to the Bull Run ASAP Policy Board

It was moved to reappoint auxiliary police officer Sheldon Levi to the Bull Run ASAP Policy Board until such time as his appointment expires or the Council deems otherwise.

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

9. Adjournment

The meeting was adjourned at 8:26 p.m.

Christopher Coon
Town Clerk