



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 2, 2017
7:00 p.m.

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

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

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Citizens Time

Walt Seiberling, 107 Poplar Ln., stated that for replacing a roof you do not need building permit. He stated that several people had to get a building permit to replace their roof. He stated he found out he might need a building permit to replace his roof when his neighbor was told to stop work because he did not have a permit. He stated that the Town Code was not clear on when a building permit was required. He then stated that the Virginia Unified Statewide Building Code states that you do not need a permit to replace your roof on a single family dwelling. He recommended reimbursing individuals who paid for building permits to replace their roof.

4. Approval of Minutes

It was moved to approve the minutes of the April 4, 2017 Regular Meeting.

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

5. Councilmember Reports

No Report.

6. Mayor's Report

Mayor Quist stated she recently walked the existing and proposed Occoquan greenway that begins at the McCoart building and that could possibly join the Town of Occoquan. During that visit she spoke with Supervisor Anderson's Office about possible funding for that process. She also reported about the VFW Horse Parade that is to be held on May 6, 2017 starting at 9 a.m.

7. Staff Reports

- A. Town Attorney:** Mr. Crim, Town Attorney, reported he will discuss the following in closed session: Kiely litigation that is set for trial at the end of May and the Miller Brothers claim relating to River Mill Park.
- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. Mr. Reese went into further detail on two items: the speed study on Washington Street and the Kayak/Canoe Ramp. The speed study on Washington Street did not justify any traffic calming measures along that stretch of road. Ms. Jovanovich stated that the Town request the speed study be done at a specific area and the study was not conducted in that area. She stated she will be requesting an additional study done in the originally requested area.

Councilmember Drakes stated that even though the study does not justify any traffic calming measures, the majority of the vehicles were going more than 25 mph, which is illegal. Ms. Jovanovich stated that without the average traveling speed being above 30 mph in a 25 mph zone, Prince William County will not assist with those traffic calming measures. She also stated that VDOT has denied several request made previously for traffic calming measures.

Mr. Reese stated that he has spoken with DCR who helped the Town receive Federal money for the Town's Kayak/Canoe Ramp. Unfortunately, when using Federal money for a project, the Town cannot accept a single bid. He stated that if the Town wants to go forward, there will need to be a rebid process and the Town must receive a minimum of two bids.

- 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 meeting agenda. No questions were received.
- E. Town Treasurer:** Ms. Rodriguez was not present, however, her treasurer's report was submitted as part of the meeting agenda. No questions were received.
- F. Chief of Police:** Interim Chief Linn provided his April 2017 report with the agenda packet. Mayor Quist inquired about the "promposal" and why the use of paint was required. Chief Linn stated that there were two "promposals" one was some members of the wrestling team at Garfield High School had painted PROM? on their chests. Chief Linn stated the second was done with flowers under the LOVE sign in the park.
- G. Boards and Commissions:** Councilmember Dawson stated that Architectural Review Board met and forwarded the Guidelines created to the Town Council, which will be presented at the next Work Session. Councilmember McGuire stated there was no April Planning Commission meeting.

8. Regular Business

8A. Request to Adopt and Appropriate Fiscal Year 2018 Budget and Tax Rates

It was moved to set the following tax rates for the Fiscal Year 2018 beginning July 1, 2017: a Real Estate Tax Rate of \$0.12 per \$100 of assessed valuation; a Meals Tax Rate of three (3) percent; and a Transient Tax Rate of two (2) percent. It was moved to adopt the Fiscal Year 2018 Budget beginning July 1, 2017 as presented in the amount of \$719,010 and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Capital Improvement Plan beginning July 1, 2017 as presented in the amount of \$291,500 in expenditures and \$100,000 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Mamie Davis Fund beginning July 1, 2017 as presented in the amount of \$2,000 in expenditures and \$4,100 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Craft show Fund beginning July 1, 2017 as presented in the amount of \$216,390 for revenues and \$108,120 for expenditures and appropriate the funds for the expenditures shown in the budget.

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

8B. Request to Approve Vistas at Occoquan As-Built

It was moved to approve Vistas at Occoquan Final As-Built Drawings.

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

8C. Request to Approve FY 2018 Landscaping Contract

It was moved to approve the FY 2018 Extension to the Town's contract with Virginia Lawn Service, Inc. for landscaping maintenance services (RFP2015-001) for an annual cost of \$17,375.

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 Award Contract and Appropriate Capital Funds for Repairs to Asphalt and Speed Bumps on Poplar Alley to Prince William County Public Works

It was moved to award a contract to Prince William County Public Works Department for the repair of asphalt and speed bumps on Poplar Alley from Ellicott Street to Washington Street and appropriate a not to exceed amount of \$20,000 from the FY 2017 Capital Improvement Fund.

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

8E. Request to Approve Repairs to Water Lines at Mamie Davis Park

It was moved to approve repairs to the irrigation system and dock water lines in Mamie Davis Park in the amount of \$4,000 from the Mamie Davis Fund.

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.

8G. Request to Approve Resolution to Designate Mayor Elizabeth Quist to Perform the Duties of the Town Manager

It was moved to approve the Resolution designating Mayor Elizabeth Quist to temporarily exercise the power and perform the duties of Town Manager, with the authority to delegate said power and duties, until Town Manager Kirstyn Barr Jovanovich resumes her duties as the Town Manager. It was further moved that Mayor Quist shall continue to hold only the one office of Mayor, and receive only her salary in that capacity.

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

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment to ARB and Planning Commission and appointment or promotion of particular Town officers or employees namely Town Sergeant/Chief of Police. Also, Virginia Code Section 2.2-3711 (A) (7) consultation with legal counsel for the pending case of Kiely vs. Houghton, and another matter requiring advice of counsel, specifically the Miller Brothers claim. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:36 p.m.

The Council came out of closed session at 8:37 p.m. Vice Mayor Sivigny moved 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, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

8F. Request to Appoint Members to Boards and Commissions

It was moved to appoint Kelly Davis to the Architectural Review Board, effective May 2, 2017. It was moved to appoint Elliott Perkins and Ryan Somma to the Planning Commission, effective May 2, 2017.

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

It was moved to direct the Town Attorney and staff to proceed in regards to a personnel matter as discussed during the Closed Session.

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

10. Adjournment

The meeting was adjourned at 8:38 p.m.

Christopher Coon
Town Clerk