



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 6, 2016
7:00 p.m.

Present: Mayor Liz Quist, Councilmembers Jim Drakes, Cindy Fithian, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese,
Town Engineer; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk; Abigail
Breeding, Town Treasurer

Absent: Vice Mayor Pat Sivigny and Councilmember Matt Dawson

1. Call to Order

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

2. Citizens Time

Walter Schutz, VFW, asked the Town Council to waive the usage fee for the VFW to use River Mill Park for a Prisoner of War and Missing in Action Day memorial ceremony. It was moved to approve a waiver of permit fees for the VFW POW/MIA memorial ceremony on September 16, 2016.

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

John Greenwood, Hometown Go, wanted to formally introduce himself and explain his new business to Council. He stated that his business partners with other local businesses, artists, and musicians to create fun new events. He stated that one of their first events was the Pokémon Cruises on the weekends. He also stated that his business organized an Occoquan clean-up day where 25 individuals came and helped clean up the Town for a couple hours. He stated that he will be having many other types of events and work with many different businesses in the future.

3. It was moved to Town Engineer Report up on the Agenda.

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

A. Town Engineer Mr. Reese, Town Engineer, reported on the following engineering activities:

- Land Disturbance Activity report
 - a. Vistas at Occoquan has completed one inspection
 - b. River Mill Park Phase II

Councilmember Drakes inquired about solutions for erosion of the stone dust path in River Mill Park. Mr. Reese stated that there are options and the Engineering Group is currently investigating in an effort to identify the best solution for the Town. Some

options include ADS pipe to help reroute the water. Also, there has been discussion about changing the stone dust to a coarser material to help prevent erosion.

Councilmember McGuire inquired about when the lights will be placed on the foot bridge. Mrs. Jovanovich stated that VDOT was still sending comments regarding the mounting brackets that need approval before the lights can be placed on the foot bridge.

4. Closed Session

Councilmember McGuire moved that the Council convene in closed session to discuss as permitted by Virginia Code §2.2-37711(A) (1) a personnel matter involving other personnel matter related to a specific individual. Councilmember Drakes seconded. **The motion carried by poll vote, unanimously.**

The Council came out of closed session at 8:12 p.m. Councilmember McGuire 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, and Councilmember McGuire, by roll call vote.**

5. Approval of Minutes

It was moved to approve the minutes of the August 2, 2016 Regular Meeting with amendments.

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

6. Councilmember Reports

Councilmember Fithian wanted to thank all parties involved from the Town Council and Staff that helped open the park and establish the concert series. She stated that she attended most of the concerts and believes that the attendance of those concerts will increase in following years. She also reported on her environment education and stewardship research regarding location and facts surrounding recycling containers next to the trash bins around town. She was also researching funding for those recycling containers.

Councilmember McGuire reported that the Planning Commission has a meeting scheduled for September 13, 2016. He stated that the Planning Commission will begin evaluating the Town Code Ordinances.

7. Mayor's Report

Mayor Quist reported that Council held the Town Manager's performance evaluation on June 30, 2016. She stated that Council is recommending, in addition to the 1.7 percent increase for all employees included in the FY17 budget, an additional 1.8 percent increase totaling a 3.5 percent increase of pay for the Town Manager from last year's salary.

It was moved to approve the added percentage to equal a 3.5 percent increase for Kirstyn Jovanovich, retroactive to July 1, 2016.

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

8. Staff Reports

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

- Kiely property and the appeal of the Building Code ruling: The Virginia State Board of Building Code and Technical Review Board will have their hearing on September 16, 2016 in Richmond, Virginia. Mr. Crim stated that he will attend on the Town's behalf. He also stated that Mr. Kiely could appeal this decision further to the Circuit Court and that he has a pending case against the Houghton's in Circuit Court.

Councilmember McGuire inquired about who was Mr. Kiely's legal representation and Mr. Crim stated that he believed he was representing himself.

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 requested that the Town Council permit her to donate surplus town items that did not sell through GovDeals to a local charity. It was moved to allow the Town Manager to donate un-sold surplus miscellaneous office materials to a local charity.

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

Mrs. Jovanovich also requested that Council authorize the Town Manager to make amendments to the Administrative Manual that are not related to employee benefits. It was moved to authorize the Town Manager to amend the Administrative Manual on items not impacting employee benefits.

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

E. Chief of Police: Chief Levi informed Town Council that he is retiring from his position as Chief of Police effective December 3, 2016, Chief Levi provided his August 2016 report with the agenda packet. No questions were received.

Mayor Quist stated that it was a pleasure working with the Chief and that the Town is saddened to see him go and wish him nothing but the best.

F. Boards and Commissions:

Ms. Seefeldt, Chair, stated that the Architectural Review Board received two exterior elevation applications; both were approved. There was also a work session held on the sign ordinance review.

9. Regular Business**9A. Proclamation for Blood Cancer Awareness Month**

It was moved to approve the Blood Cancer Awareness Proclamation and designate September 15, 2016 as Lymphoma Awareness Day and September 2016 as Blood Cancer Awareness Month in the Town of Occoquan.

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

9B. Request to Award Contract for FY 2016 Financial Audit

It was moved to award a contract for RFP 2016-001, Annual Financial Audit Services, to Robinson, Farmer, Cox Assoc. (RFC), for the Town of Occoquan Financial Audit.

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

9C. Request to Award contract for Snow Removal Services

It was moved to extend the existing contract with Virginia Lawn Service for snow and ice removal services for one year, Fiscal Year 2017, and set a not-to-exceed amount of \$5,000.

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

9D. Request to Approve After the Fact Emergency Repairs of Town Hall Toilet

It was moved to approve after-the-fact emergency plumbing repairs at Town Hall in the amount of \$1,516.90.

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

10. Adjournment

The meeting was adjourned at 8:36 p.m.

Christopher Coon
Town Clerk