



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 1, 2015
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Matt Williams, Assistant Town Engineer/Zoning Administrator; Greg Holcomb, Town Clerk.

Absent: None

1. Call to Order

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

2. Pledge of Allegiance

3. Citizen's Time

None

4. Approval of Minutes

It was moved to approve the minutes of the November 4, 2015 Regular Meeting and the November 17, 2015 Work Session Meeting minutes.

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

5. Council Member Reports

None.

6. Mayor's Report

Mayor Quist reported that the Town will be participating in the Occoquan River Communities' Winter Fest on December 12, 2015. The festival is a regional effort that includes the Work House Arts Center, the Town of Occoquan and other various groups. There will be a parade at Tackett's Mill at 11:00 a.m., followed by fire pits and extended shopping in the Occoquan Historic District from 4:00 to 7:00 p.m. and fireworks, presented by Prince William Marina, between 7:00 and 8:00 p.m.

7. Staff Reports

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

1. The Town Association of Northern Virginia will be presenting a bill to the General Assembly to allow towns to post legal advertisements online if a newspaper does not operate within the town. Mr. Crim asked the Council to support their effort and speak with elected officials. He added that this potentially could save the town money.
2. Nominated Chief Levi for a lifesaving award with Virginia Chiefs Association. The deadline was missed for this year, but the entry will be submitted for next year.
3. Discussion with Fairfax Water's attorney regarding the special events issue at the River Mill Park, expect to hear from them during the week of December 7, 2015.
4. Had a very productive meeting with the Town Manager, Ms. Seefeldt and Mr. Marshall regarding the new signage ordinance.

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

1. Land Disturbance Activities Report:
 - a. The Vistas of Occoquan is the one remaining project
2. New Flood Plain Ordinance - continuing to move forward on a new flood plain ordinance, last draft was sent down to the Department of Conservation and Recreation (DCR), who are acting as an intermediary with FEMA, and discussed in a meeting on November 23, 2015. The Planning Commission will see the draft in January 2016 and the Council will see it in February 2016.
3. Occoquan Heights - recommended to Town Manager that the bond be released. The last item of the contingency that the Council placed on the property during the November meeting was that there needed to be growth occurring on a section that had been eroded by the construction activity. The land was seeded and the grass is growing in nicely.
4. River Mill Park Update - provided by Mr. Williams, Assistant Town Engineer/Zoning Administrator - The bathroom is well underway, the roof is well underway with the stone façade going up. The demolition and reconstruction of the retaining wall has begun.
 - a. Question from Vice Mayor Sivigny - is it possible to receive a tour of the Park? Per Mr. Williams, please contact the Town Manager or him directly to schedule a site tour.
 - b. Question from Councilmember Drakes - what is the current status of the foot bridge? Per Mr. Williams - the foot bridge is currently closed due to construction on the retaining wall and bridge; it is unsafe for people to use the footbridge at this time. It will likely remain closed until the end of Phase I of the project, which was scheduled to be completed by December 14, per the contract; however, Phase I is expected to be completed by mid-January. Slight delays have occurred due to some retaining wall issues and a few other items, and we are

working closely with the contractors to approve their schedules to move the project along. Question from Councilmember Drakes - is there a cost overrun, per Mr. Williams, potentially yes.

5. Final closing questions for Mr. Reese – from Councilmember Brown -has Elm Street Development taken care of the hazard trees? Per Mr. Reese – not yet, waiting until after the December 10, 2015 meeting with the Occoquan Heights HOA to ensure that the HOA is fully aware of what is happening and what their responsibilities will be, but we anticipate the identified trees will be down by Christmas.

C. Building Official: Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda.

1. Change to Building Official Report – per Town Manager, Ms. Jovanovich - not 208 Commerce Street, it is 304 Commerce Street.

D. Town Manager: Ms. Jovanovich, Town Manager, submitted a manager’s report as part of the agenda and held further discussion on the following:

1. Town Clerk Vacancy – Greg Holcomb’s last day will be on Friday, December 4, 2015. In order to have support and coverage during the hiring process, we brought on a temporary person to assist with the Clerk’s role, Kelly White.

It was moved to appoint Ms. Jovanovich the Acting Town Clerk until a permanent replacement is found.

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

2. Update regarding the Washington Street Sidewalk Signage – the project is complete, VDOT is open to troubleshooting with the town to discover a way to make the signage more visible but are against placing any signage in the middle of the street due to liability issues. They presently have four signs installed, two at the crosswalk going in each direction and two others warning of pedestrian crossings. The Town Manager also inquired with VDOT regarding lights, made a request to the Council for their input and guidance regarding the project and expectations.
 - a. Question from Council Member Drakes – what is VDOT’s criteria for liability due to automobiles hitting the signage? Per Ms. Jovanovich, VDOT only places signage like that in very high volume and high traffic areas. The town doesn’t meet the criteria of VDOT, but did ask VDOT if the town is willing to maintain, will they install it? Need to determine if that is something the town would like, being responsible for the liability.
 - b. Question from Mr. Crim – I do see those at the crosswalks at the Court House and other streets in Manassas, is that not an option?

Per Ms. Jovanovich – those streets are owned by Manassas. Per Mr. Crim – did they give you an idea of what the traffic count needed to be? Per Ms. Jovanovich – no, they did not, but do believe that Chief Levi has the information. Ms. Jovanovich is going to further investigate the regulations and requirements with VDOT as an action item.

- c. Question from Mayor Quist – is it too late to install reflective discs? Per Ms. Jovanovich – those would be easy to install, the town will be responsible for replacement. Per Council Member Brown – white stripes would be very helpful as well. Per Ms. Jovanovich – additional research will be completed and will provide an update at the next meeting.
3. ARB Request to Change Appointments – request to appoint Mr. Dan Braswell (alternate) who is the Planning Commission Member to a regular appointment seat and appointing Ms. Carol Bryant to an alternate appointment seat.

It was moved to appoint Dan Braswell from the alternate ARB appointment to a regular appointment, and Carol Bryant from a regular appointment to an alternate.

A motion was made by Council Member Dawson, seconded by Council Member Drakes that the Action Item be approved. The motion carried, unanimous.

4. Final closing questions for Ms. Jovanovich – from Vice Mayor Sivigny - there is a resident concerned with a cut through on West Locust Street over to Tanyard Hill, is there any evidence of that? Per Ms. Jovanovich – No, there was a Prince William County public hearing notice posted on the corner of West Locust and Washington Streets that was for a lot on Halls Road where they are splitting the lot into two separate lots, which is outside of Occoquan town limits. From Vice Mayor Sivigny – the Town Hall tree looks wonderful. Per Ms. Jovanovich – Polka Dot Divas donated all the ornaments, and the landscaping crew donated most of the man hours to install the decorations. Per Councilmember Drakes – it would be nice if a thank you note was sent to everyone who assisted and donated their time and materials. From Vice Mayor Sivigny – there are gas lamps out in Mamie Davis Park. Per Ms. Jovanovich – those are the lamps that are having some issues, but will look into it.

E. Chief of Police: Chief Levi was not present, however, his November 2015 report was provided with the meeting agenda.

1. Auxiliary Police –Ms. Jovanovich stated that the FY2016 budget allocated for two additional auxiliary positions and two candidates are present tonight.

- First, Adam Linn, a Certified Law Enforcement Officer who has 15 years of experience and most recently worked with the Falls Church Sherriff's Office for last 12 years. He also has experience with traffic enforcement and community policing activities. Second, George Feliciano, is also DCJS certified and has worked at George Mason University and for the Fredericksburg City Police Department. He was also a MPO in the US Army and also has experience with community policing and has also served as a bicycle officer.
2. Final closing questions for the Chief of Police – from Vice Mayor Sivigny, was unaware of the death under the rt. 123 bridge, heard from a resident. It is critical that the Council be made aware of significant issues such as these. Per Councilmember Drakes, notifications should be made for all significant events to the full Council. Per Councilmember Drakes, what is the auxiliary Officer plan moving forward? Per Ms. Jovanovich, the plan is to bring on two auxiliaries that would work with the Chief, 20 hours per month, coverage for weekends, nights, and holidays, to fill in the gaps and work with the Chief on traffic enforcement. There was an off-duty Police Officer in on Small Business Saturday and Officer Butterfield was in on Black Friday. There will be a training period with the Chief and this meeting was to obtain the Council's input so that the hiring process can progress. The next step is to run background checks and check references.

F. Boards and Commissions – Ms. Seefeldt submitted her November 2015 report.

8. Regular Business

A. Request to Approve the River Mill Park Phase II Site Plan

It was moved to approve the River Mill Park Phase II Site Plan contingent on resolution of minor outstanding comments from outside agencies.

A motion was made by Vice Mayor Sivigny, seconded by Council Member Dawson that the Action Item be approved. The motion carried, unanimous.

B. Request to Approve Kiely Court Subdivision Plat

Mr. Reese stated that staff is recommending approval of the subdivision plat, pending resolution of a recently discovered, unrecorded easement for a sanitary lateral that runs through the property that services adjacent properties. We believe that Mr. Kiely is working with the Prince William Service Authority and possibly the neighboring property owners to identify a resolution to this issue. The approval is requested to have a sunset of one year in order to provide Mr. Kiely with adequate time to resolve the issue, without having to come to Town Council again for approval of the plat once the lateral issue is resolved.

It was moved to approve the Kiely Court Subdivision Plat for one year contingent upon addressing outstanding comments and that the Plat not be released for recordation until all deeds are fully executed and the appropriate project bonds have been posted with the Town. If the Sunset clause and all recorded issues have not been completed within a year, then the Town Council will retract approval.

A motion was made by Council Member McGuire, seconded by Council Member Dawson that the Action Item be approved. The motion carried, unanimous.

C. Request to Approve Participation in DCR Floodplain Management Training

It was moved to set a not-to-exceed amount of \$1,100 from Training and Travel for the Town Manager to attend the floodplain management course in Blacksburg, VA in January 2016 and pass the certification test.

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

D. Request to Set Not-to-Exceed Amount for Purchase of Equipment Trailer

It was moved to set a not-to-exceed amount of \$1,200 for the purchase of an equipment trailer using Public Safety Grant funds.

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

E. Request to Approve Not-to-Exceed Amount for Conference Room Table and Chairs

It was moved to set a not-to-exceed amount of \$2,000 for the purpose of a table and chairs for the lower level conference room.

A motion was made by Council Member Brown, seconded by Council Member Drakes. The motion carried by poll vote, unanimous.

9. Adjournment

The meeting was adjourned at 7:50 p.m.

Kirstyn Jovanovich
Town Manager/ Acting Town Clerk