



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, August 4, 2015**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, J. Matthew Dawson, and Tyler Brown  
Staff: Kirstyn Jovanovich, Town Manager; Mike Vanderpool, Vanderpool, Frostick & Nishanian, PC; Bruce Reece, Town Engineer; Matt Williams, Assistant Town Engineer/Zoning Administrator; Chief Sheldon Levi, Town Sergeant/Chief of Police; Joe Barbeau, Town Building Official; Greg Holcomb, Town Clerk.

**Absent:** Jim Drakes

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizen's Time**

Mr. Randall Dashkovitz, 102 E. Locust St., stated he received a letter regarding his trash can by his garage. He drove around Town and found more violations like his. He further stated that he walks his dog very early in the morning and sees many vehicles that were parked overnight and do not have Town decals. He asked what was being done to enforce the decal requirement. He ended by saying that he drove through the new developments in Town and said many of those vehicles do not have decals.

Ms. Sunhohara Yuko, 102 E. Locust St., asked how often the Town Code is updated. She stated that there were contradictions and formatting problems.

**4. Approval of Minutes**

It was moved to approve the minutes of the June 7, 2015, Regular Meeting minutes.

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

**5. Council Member Reports**

Mr. Brown reported that he attended the July 20, 2015 meeting of the Prince William County Convention and Visitors Bureau. He advocated to keep the Visitors' Center open.

**6. Mayor's Report**

Mayor Quist stated that the Fairfax Water Authority has responded to the Town's request to move the barbed wire. They are removing wire up to their first gate which will improve the view of the River Mill Park.

She also attended the July 20, 2015 meeting of the Prince William County Convention and Visitors Bureau. She noted that there was a great turnout. The meeting produced recommendations to form a task force of two community members, two merchant members, and two convention and visitors' bureau board members. They will make recommendations to keep the Visitors' Center operating by November. Mayor Quist and Ms. Bryanna Altman will represent the Town and Ms. Laverne Carson and Mr. Stephen Powers will represent the merchants as members of the Task Force.

## 7. Staff Reports

**Report of Town Attorney:** Mr. Mike Vanderpool, reported that Mr. Crim, Town Attorney, was on vacation and that he did not have a report, but was there to answer any questions. No questions were asked by Council.

**Report of Town Engineer:** Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Report:
  - a. Occoquan Heights
  - b. Gaslight Landing
  - c. Vistas of Occoquan
  - d. Rivertown Overlook
2. Zoning approvals are highlighted in the Building Official's report.
3. River Mill Park update:
  - a. VDOT approved bridge improvements for the hand rail, lighting and conduit.
  - b. The Phase I contract was signed with Miller Brothers Construction.
  - c. The VDOT permit application is being filed this week.
  - d. The Phase II site plan is under review and will be presented to the Town Council in September.
  - e. Continuing to work with Fairfax Water to provide early access to the park during construction.

Vice Mayor Sivigny asked if we have heard from the developers of Occoquan Heights regarding the erosion at the development. Mr. Reese stated he has not; however, they have requested the release of their bonds. The erosion issue would be something that needs to be corrected before the release. Mr. Reese stated that the bond is not being recommended for release and a letter is being drafted to the developer.

**Report of Town Manager:** Ms. Kirstyn Jovanovich, Town Manager, reported on the following:

1. Attended the National Main Street Program meeting in Richmond to learn more about the process to join as they are accepting three new communities in 2016. She believes we are a good candidate; however, the Town needs to do some work to make a stronger application in a future cycle.
2. The Town will be working with Keep Prince William Beautiful to participate in the Adopt-a-Spot program. She identified Mamie Davis Park and the parking lot under the Route 123 Bridge as the initial locations. She noted that she discussed this with the ARB and they are in favor and do not have concerns with the signs.
3. Work has begun to remove the problem tree on Mill Street. The root under the sidewalk is much larger than thought and has cracked the concrete under the brick. Ms. Jovanovich contacted Prince William County Public Works to get a quote on removing the concrete and pouring a new pad. She requested a not to exceed amount of \$1,700.00 for removal of concrete and pour concrete and make appropriate repairs on Mill Street.

It was moved to approve a not-to-exceed amount of \$1,700.00 to contract with Prince William County Public Works for the removal of concrete and to pour a new concrete pad for sidewalk repairs on Mill Street.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

4. Signed an MOU with the property owner of 407 Mill Street for the public art project.
5. Twenty-five residents were sent letters of violation for not storing their trash cans in the rear of their property. Ms. Jovanovich checked for compliance and most have complied.
6. Businesses were also notified of the need to enclose their dumpsters. Madigan's Waterfront Restaurant and Riverwalk have complied.
7. We are working with Fairfax Water regarding temporary access to River Mill Park during construction. She stated that she is not confident that this will be able to be done due to Americans with Disabilities Act (ADA) requirements.
8. Discussed sending a letter to Mr. Mark Perry about the need for dock maintenance due to his ferry boat operations.

Mr. Perry discussed signage on the dock and stated he would have his work crew out within the week to fix a ladder and replace some boards.

Ms. Jovanovich stated that she will sit down with him to discuss signage at a later date.\

9. Reported that the Town does not have any Meals Tax delinquencies and is still working on bringing businesses into compliance in regards to business licenses.

**Report of Chief of Police:** Chief Levi provided a report on public safety activities during June 2015.

Chief Levi also stated that he has started looking at body cameras in conjunction with the Prince William County Police Department. He will update the Council on future developments.

**Treasurer's Report:** Ms. Abigail Breeding presented her 4<sup>th</sup> quarter report.

**Architectural Review Board Report:** Ms. Brenda Seefeldt provided a report on the ARB.

She stated that at the July meeting, two signs were approved. She also informed the Council that at the June meeting, the Board updated the exterior elevations design guidelines. She noted that they were last updated in 2005. She believes they will be before the Council in September for discussion.

**Planning Commission Report:** No report.

## 8. Regular Business

### 8A. Request to Participate in the Virginia Investment Pool

It was moved to adopt an ordinance to authorize the Town's participation in the VACO/VML Virginia Investment Pool Trust Fund in the amount of \$100,000.

**A motion was made by Councilmember McGuire, seconded by Councilmember Brown. The motion carried, unanimous.**

### 8 B. Request to Approve Gaslight Landing As-Built Drawings and Bond Release Request.

It was moved to approve the release of the Gaslight Landing Performance Bond in the amount of \$23,976 and Erosion and Sediment Control Bond in the amount of \$5,646, contingent upon completing a one-year Maintenance Agreement on installed landscaping and posting a \$446 surety with the Town of Occoquan, and opening public access to the boardwalk.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny, The motion carried by poll vote, unanimous.**

**8 C. Request to Initiate Zoning Text Amendment Relating to Chapter 66, Article VIII, Signs and Advertising**

It was moved to adopt a resolution to initiate a zoning text amendment for revisions to Chapter 66, Article VII, Signs and Advertising of the Town Code.

**A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.**

**8 D. Request to Award Contract for Fiscal Year 2015 Financial Audit**

It was moved to table the agenda item until the September 1, 2015 Council Meeting so that staff can obtain additional quotes.

**A motion was made by Councilmember Brown, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

**8 E. Request to Award Contract for Street, Curb, and Parking Lot Markings**

It was moved to award a contract to Mullen's Markings in an amount not to exceed \$6,710 for road, curbing and parking lot striping and painting.

**A motion was made by Councilmember Brown, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

**8 F. Request to Set Not To Exceed Amount for Town Hall Roof Replacement**

Ms. Jovanovich removed the request from the agenda and will delay work until FY 2017.

**8 G. Request to Purchase New Banners for Town Gas Lights**

It was moved to approve the purchase of the spring and fall Arts and Craft Show banners for the Town's gas lights through Mosca Design in an amount not to exceed \$6,500.

**A motion was made by Councilmember Brown, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

**9. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code Section 2.2-3711(A) (3), a matter involving acquisition of real property for public purposes. Councilmember McGuire seconded. Ayes: all by voice vote.

The Council came out of closed session at 9:05 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 McGuire seconded.

**Motion passed, Ayes: Councilmember Brown, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call.**

**10. Adjournment**

The meeting was adjourned at 9:06 p.m.

---

Greg Holcomb  
Town Clerk