



TOWN OF OCCOQUAN

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314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council Regular Meeting Wednesday, November 5, 2014 | 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. October 7, 2014 Regular Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Town Manager
 - d. Chief of Police
 - e. Boards and Commissions
8. **Regular Business**
 - a. Request to Budget and Appropriate Funding for Annual Town Holiday Party
 - b. Request to Budget and Appropriate Funding for Installation of Pole Decorations and Conversion of Electrical Outlets on Dominion Poles
 - c. Request to Revise Parking Fines and Print Notices of Violation
9. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 7, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist, Vice Mayor Pat Sivigny, Councilmembers Tyler Brown, J. Matthew Dawson, and Joe McGuire

Staff: Sheldon Levi, Chief of Police and Acting Manager; Greg Holcomb, Town Clerk; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/ Zoning Administrator

Absent: Councilmember Jim Drakes; Kirstyn Barr Jovanovich, Town Manager

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens' Time

None

4. Approval of Minutes

It was moved to approve the minutes of the September 2, 2014 Regular Meeting, September 16, 2014 Public Hearing and Special Meeting and, September 16, 2014 Work Session.

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

5. Councilmember Reports

None

6. Mayor's Report

Mayor Quist stated that she is working with Supervisor Mike Mays Office on the signage and proffer issues at the Tanyard Hill property.

Mayor Quist requested the ratification of an emergency expense of \$778 to fix the Town Hall toilet during the Craft Show.

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.

Mayor Quist also brought to the attention of Council that the Occoquan Historical Society has requested that a wheel and cog from the water filtration plant be placed next to the museum. She noted that there was no cost to the town and after discussing it with Chief Levi approved the placement.

7. Staff Reports

Report of the Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

- a. Requested a closed session after the regular order of business to discuss a legal matter regarding the Craft Show banners.
- b. Noted that a \$1,100 restitution was paid for damage to a light pole.
- c. Reminded members of a Freedom of Information Act and Conflict of Interest Act workshop scheduled at Town Hall for Planning Commission, Architectural Review Board and Council Members on October 22, at 7:00 p.m.
- d. Stated he will wait for Town Manager Jovanovich's return to discuss the removal of the proffers on the Town's Tanyard Hill Road property.
- e. Noted that the Town received a letter of a class action lawsuit regarding Municipal Derivatives. He does not believe the Town is affected.
- f. Discussed the Storm Water Ordinance with DEQ regarding language changes.
- g. Working with the Town Clerk and Town Treasurer on delinquent Real Estate and Meals Tax issues.

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

1. Land Disturbance Activity report
 - a. Fairfax County Water Authority River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. Zoning Approvals
 - a. 308 Mill Street - use change
 - b. 1423 Occoquan Heights - deck and fence approved by Council 9/3/14
 - c. 115 Washington Street - 10x16 shed
 - d. Occoquan Heights - occupancy for lots 15-22
 - e. 114 Mount High - deck for ADA access

- f. 1425 Occoquan Heights - deck
 - g. 300 Ellicott Street, Suite B - financial and professional service business license
3. 302 Commerce Street encroachment
 - a. Awaiting owner to provide survey and review lease agreement
 4. Vantage Point - SWM BMP percolation trench
 - a. Blocked pipe cleared by the Town with more work to be performed in the future.
 5. Stormwater Local Assistance
 - a. Discussed grant application with Marc Aveni, Prince William County, he noted that an application has been made for Occoquan watershed.
 6. Vistas at Occoquan
 - a. VDOT sign off on sidewalk and handicap ramp
 - b. E&S issues - sod eroding - no evidence at last inspection by E&S Inspector and by Engineer this date
 - c. Portions of fence missing - Engineer to send notice to D. R. Horton
 7. Mr. Reese noted that the Town has been notified of several projects and Master Plan changes in Fairfax County.
 8. VSMP
 - a. Revision addressing DEQ comments resubmitted 10/1/14
 - b. Likely aiming for approval in January, 2015
 9. Riverfront Park
 - a. Matt Williams, Assistant Town Engineer, updated the Council on activities involving the park. Including coordination with various agencies and entities involved in the development of the site.
 - b. Currently on budget for the project.
 - c. Coordinating with Fairfax Water and Dale Nester with Dominion Power for the removal/relocation of utility pole located on site.
 - d. Architectural plans are under development.
 - e. Met with Dolores Elder, Mill Museum Curator, to discuss historic background of the town and facility; items for consideration in park design. Including incorporation of the mill stone, 3D relief signage depicting types millworks used, and an I-beam from old 123 Bridge destroyed by Hurricane Agnes.

Town Manager Report: Chief Levi, Acting Town Manager, reported the following:

- a. Meals tax delinquencies include Sugar Buzz- 4 months, Occoquan Inn- 3 months, Pink Bicycle Tea Room- 1 month, and Pink Bicycle's former owner.

Chief of Police: Chief Levi provided a report on public safety activities during September 2014.

Boards and Commissions

Architectural Review Board: Ms. Brenda Seefeldt, Chair, reported on the following activities:

- a. The ARB approved three signs and two certificates of appropriateness. Agreed to update the merchant design guidelines. She noted they were last updated in 2005.

8. Regular Business

8A. Snow removal contract

It was moved to authorize the Town Manager to enter into a contract for snow removal within the winter months of FY 2015 with the vendor of her selection of those who bid, not to exceed \$2,500.

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

9. Closed Session

It was moved that the Council convene in closed session as permitted by Virginia Code § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners.

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.

The Council came out of closed session at 7:37 p.m. It was moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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.

10. Adjournment

Mayor Quist adjourned the meeting at 7:38 p.m.

Greg Holcomb, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: November 5, 2014

8 A: Request to Budget and Appropriate Funding for Annual Town Holiday Party

Explanation and Summary:

Traditionally, the Town hosts a holiday party following the annual Town Blessing at Mamie Davis Park. This year, the blessing at the park and service at the Historic Ebenezer Baptist Church is scheduled for Sunday, December 7, 2014.

It is proposed that this year's event once again be held at Madigan's Waterfront Restaurant. The total cost as quoted is \$1,450 and includes a buffet selection. This is a request to budget and appropriate \$1,500 for this year's event.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$1,500

Account Number: Special Town Events: Other

Proposed/Suggested Motion:

"I move to budget and appropriate \$1,500 for the annual holiday party on Sunday, December 7, 2014."

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: November 5, 2014
8 B: Request to Budget and Appropriate Funding for Installation of Pole Decorations and Conversion of Electrical Outlets on Dominion Poles	

Explanation and Summary:

Earlier this year, the Town purchased 40 new lighted holiday wreaths to replace the Town's old wreaths that are mounted on Dominion poles during the holiday season each year. In order to mount the wreaths, the Town utilizes a contractor who attaches the wreaths, repairs mounting brackets and coordinates with Dominion Power to activate power to the wreaths.

In previous years, the Town began converting the power receptacles on each pole from being hardwired directly into the fuse to standard electrical plug outlets. The new wreaths have updated lighting and require the standard plug outlet. As such, 28 poles have been identified as needing updating in order to mount the new wreaths this season.

Wreath Mounting Costs

Wreath Mounting	\$2,000
Outlet Conversion	\$2,100 (\$75 per outlet)
Outlet Conversion Materials	\$1,100
Total Cost for FY 2015 Wreath Mounting and Outlet Conversion	\$5,200

Once the remaining outlets are converted, the cost for wreath mounting each year is expected not to exceed \$2,000. This year, the Town will be utilizing the same contractor as in the past, but intends on revising the process for next Fiscal Year to ensure the lowest cost is attained.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$5,500

Account Number: TBD

Proposed/Suggested Motion:

“I move to budget and appropriate \$5,500 for the purpose of mounting holiday wreaths and updating the remaining electrical outlets.”

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: November 5, 2014

8 C: Request to Revise Parking Fines and Print Notices of Violation

Explanation and Summary:

The Town's parking fine structure has not been reviewed by the Town within the last seven years. In addition, the Police Department has depleted its inventory of Notices of Violation.

Currently, the Town's parking fines are \$25 per violation, except for handicapped parking violations, which are \$100 per violation. Prince William County parking fines are \$35 per violation and \$100 per violation for handicapped parking violations.

This is a request that the Town increase its parking fines from \$25 to \$35 to match Prince William County's fine schedule. In addition, it is requested that the Town increase its handicapped parking violation fee from \$100 to \$250 per violation, as is permissible by the State Code 46.2-1242 ¶B-1 for handicapped parking violations, stating "*Any local governing body, by such ordinance, may assess and retain a fine of not less than \$100 nor more than \$500 for its violation.*"

Finally, this is also a request to authorize a not to exceed amount to print new Notices of Violation.

Chief of Police Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval subject to review for consistency with statutes and uniform fine schedule for the 31st Judicial District.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: NTE \$1,000

Account Number: Public Safety: Grant Funding

Proposed/Suggested Motion:

"I move to increase the Town's parking fines from \$25 to \$35 for all parking violations except handicapped parking violations, and increase handicapped parking violations from \$100 to \$250 per violation. I further move to approve a not to exceed limit of \$1,000 for the printing of new 'Notice of Violation,' and authorize the Town Attorney to make

any necessary changes to the fine schedule to comply with state law and be consistent with the uniform fine schedule adopted by the Prince William County courts.”

OR

Other action Council deems appropriate.

Attachments: None.