



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, October 4, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Jim Drakes, Matthew Dawson, Cindy Fithian, and Joe McGuire  
Staff: Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk  
Other: Dana Schrad, VACP Executive Director

**Absent:** Kirstyn Jovanovich, Town Manager

**1. Call to Order**

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

**2. Citizens Time**

None.

**3. Approval of Minutes**

It was moved to approve the minutes of the September 6, 2016 Regular Meeting and September 20, 2016 work session.

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

**4. Councilmember Reports**

Councilmember Fithian stated that she will meet with Heather Ozuna and begin work for the town's submission into the Main Street America Program.

Councilmember Dawson stated that the Architectural Review Board did not have a quorum at their regular meeting, but they discussed the three applications and held a special meeting on September 16, where all three applications were approved.

Councilmember McGuire reported that the Planning Commission had a meeting on September 13, 2016. He stated that the Planning Commission did not have a quorum but, members present discussed the proposed community plan and plan for the update to the Town's zoning and subdivision ordinances.

**5. Mayor's Report**

Mayor Quist reported on Real Estate Tax, Meals Tax, and Business License delinquencies. She stated that from 2012 to present there is a total of \$2,210.31 delinquent with \$1,087.89 coming from 2015 Real Estate Taxes. She also stated that the only Meals Tax delinquency was from Riverside Coffee & Mini Mart, who has been delinquent since March 2016. The Town Treasurer has sent a letter to the business in August 2016 regarding payment of

delinquent Meals Tax. Mayor also stated there are several businesses that have sent the Town a business license application but have not paid for the license. The Town Treasurer is in the process of reaching out to those businesses for payment.

## 6. Staff Reports

### A. **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 reversed the ruling on the Kiely property. This would allow Mr. Kiely to cut lines that service Rockledge Mansion. Mr. Crim stated that he believes that Mr. Houghton will appeal this decision before anything will be able to be done. He also stated that Mr. Kiely has civil and criminal cases pending against Mr. Houghton and other neighbors in Circuit Court.

### B. **Town Engineer** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda.

Councilmember McGuire inquired about the erosion on the River Mill Park trail. Mr. Reese stated that the Engineering Groupe is looking into having a pipe run the water under the path and they are currently looking into the cost associated with that change. Councilmember McGuire also inquired about what processes needed to be approved from Fairfax County Water. Mr. Reese stated that anything that would be done to combat the erosion would have to have approval from Fairfax County Water.

Vice Mayor Sivigny inquired about why the Town has to pay for an obvious oversight made during the planning or construction phase. Mr. Reese stated that he will talk with The Engineering Groupe and see the history behind their decision making.

Councilmember Fithian inquired whether the cones placed near the erosion limits the Town's liability if someone were to get injured at River Mill Park. Mr. Crim stated that the park is closed at dusk and people should see the cones placed near the erosion on the path. He stated all the Town can do is take preventative measures to keep people from getting injured.

Councilmember Drakes stated that this gives the issue a sense of urgency especially with a potential hurricane coming through the area. He also asked Mr. Reese if he could express the Town's concern with the time it is taking. Mayor Quist stated that she has contacted the Chairman of the Board for Fairfax County Water because of the difficulty communicating on-going issues with Fairfax Water's staff.

### 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, was not present but submitted a manager's report as part of the agenda. No questions were received.

- E. **Chief of Police:** Chief Levi provided his September 2016 report with the agenda packet. No questions were received.

## 7. Regular Business

### **7A. Recreational Trail Program Grant Agreement- ADA Watercraft Launch**

It was moved to approve the Project Agreement with the Virginia Department of Conservation and Recreation for State Project Number VRT-297, and to authorize the mayor to sign it.

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

### **7B. Chief of Police Hiring Process**

Ms. Dana Schrad, Executive Director of the Virginia Association of Chiefs of Police, attended and provided information regarding the expectations for a one-person police department and discussed other departmental structures. A discussion was held on the utilization of VACP for assistance with conducting the search for the Chief of Police replacement. Council indicated a desire to conduct a needs assessment prior to advertising for the position in an effort to determine the needs of the community and organization.

It was moved to have the Virginia Association of Chiefs of Police prepare a quote for a needs assessment for the Town of Occoquan's Police Department.

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

## 8. Adjournment

The meeting was adjourned at 7:55 p.m.

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Christopher Coon  
Town Clerk