



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 3, 2018
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Adam Linn, Chief of Police

1. Call to Order

Mayor Quist called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington St., requested the Town maintain the Building Official Services. He stated it gives the town more of a small-town feel. He stated that in Prince William County he is 1 out of 500,000 and in the Town of Occoquan he is 1 of 1,000. He also stated that Kiely Court has what is advertised as three bedrooms and if the Town maintained the Building Official Services they would be able to review the Building Plans to ensure compliance. He stated that time is worth money as well; if the Building Official was in Town he believed that things would be done faster. He also stated that with the new requirement for having 1st floor mercantile businesses that Gaslight Landing could possibly have business on 1st floor and have apartment on the second floor.

4. Approval of Minutes

It was moved to approve the minutes of the March 6, 2018 Regular Meeting and March 20, 2018 Special and Work Session Meetings.

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

5. Councilmember Reports

No Report.

6. Mayor's Report

Mayor Quist, Kirstyn Jovanovich and Bruce Reese will attend the Prince William County Planning Commission Meeting to formally request that the Tanyard Hill property be rezoned agricultural, and to amend the Comprehensive Plan to allow significantly reduced proffers on the property.

7. Staff Reports

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

- i. **State Bills-** Wireless support structure bills are still pending Governor's action.
- ii. **Dominion Franchise-** Draft of the new 40-year Dominion franchise has been completed and Mr. Crim is currently reviewing the document.
- iii. **River Mill Park-** The Prince William County Building Official notices of violation, for heaters and water issues, are currently on hold after meeting with Miller Brothers on site. Mr. Crim is working with Town Manager and Town Engineer on the Town's next steps.

- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- C. Building Official:** The Building Official's report was submitted as part of the meeting agenda.
- D. Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda.

Vice Mayor Sivigny inquired about storm water progress. Ms. Jovanovich reported that PWC staff has completed some preliminary mapping. They also have plans to come through and video record some of the facilities.

Councilmember Drakes inquired about the status on Prince William County collecting vehicle licensing fees for the Town. Ms. Jovanovich stated that the County reported the earliest they would be able to collect those funds would be in FY 2020.

- E. Town Treasurer:** Ms. Rodriguez, Town Treasurer, submitted a report as part of the meeting agenda. Mayor Quist reported the Town is tracking similar to budget over all for the Town's second quarter financial report.
- F. Chief of Police:** Chief Linn submitted a report as part of the meeting agenda. He also reported the following:
 - i. **Pedestrian Safety Program-** Chief Linn indicated that this program will begin in May, with a section in the newsletter and social media posts. He will be handing out brochures to vehicles and pedestrians. There will also be zero tolerance for crosswalk and stop sign violations during this program.

Vice Mayor Sivigny commended Chief Linn and Officer Neff for their efforts on traffic enforcement.

Councilmember McGuire inquired about why traffic enforcement was up and parking tickets were down. Chief Linn indicated that last year they focused on Auto Decal compliance and after the enforcement last year many residents have already gotten their auto decals for this year.

- G. Boards and Commissions:** Chairperson Seefeldt reported the ARB had three exterior elevation applications and discussed moving the ARB meeting date based on Planning

Commission's decision to move. Chairperson Eliot Perkins reported the Planning Commission worked on updating their bylaws and will be submitting those bylaws to Town Council for approval. He also reported that Mr. Braswell resigned from the Planning Commission and the Planning Commission is looking for additional members. He presented Town Council with the 2017 Annual Report.

8. Regular Business

8A. Request to Approve Arts and Crafts Show Exploratory Committee Charter

It was moved to approve the charter to establish the Arts and Crafts Show Exploratory Committee, as amended.

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

8C. Proclamation for Arbor Day

It was moved to approve the 2018 Arbor Day proclamation.

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

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving consideration or interviews of candidates for employment or appointment to the Arts and Crafts Show Exploratory Committee. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:37 p.m.

The Council came out of closed session at 7:50 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 Drakes seconded.

Motion passed, Ayes - Councilmember Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

10. Adjournment

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

Christopher Coon
Town Clerk