

**OCOQUAN TOWN COUNCIL**  
**Regular Meeting**  
**Town Hall – 314 Mill Street**  
**March 4, 2014**

**Present:** Mayor Porta, Vice-Mayor Quist, Council members Bush, McGuire, Sivigny and Walbert.

**Staff:** Mr. Crim, Mr. Reese, Ms. Breeding, and Ms. Blackwell and Chief Levi.

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

**Citizen's Time:** No one spoke.

**Consent Agenda:** Dr. Walbert moved to approve the minutes of the February 4, 2014, Regular Meeting. Vice Mayor Quist seconded. Ayes: All, by voice vote.

Vice Mayor Quist moved to suspend the rules and move up on the agenda "Street Banner Proposal and the Lift Station Update," seconded by Dr. Walbert. Ayes: All by voice vote.

Street Banners: Chief Levi reported the Town staff met with one of the town merchants and Joel Mosca, from Mosca Design, to create three different banners (a patriotic banner, Arts and Crafts Show banner and a holiday banner) to be placed on each of the gaslights for the historic district in Occoquan. After much discussion, it was decided staff proceed with ordering the banners, as discussed by Council. Mr. Mosca advised us it would take three weeks for the design and production of the banners. Town will be ordering 20 patriotic and 20 Arts and Crafts Show banners and 40 snowflake banners at a cost not to exceed \$7,000.00.

Vice Mayor Quist moved to approve the allocation of \$7,000.00 out of the CIP account for the banners for the historic district; seconded by Dr. Walbert. Ayes: All by voice vote.

Lift Station Update: Chief Levi reported the contractor for the Lift Station is Corinthian Contracting. He said the meter will be provided by Dominion Virginia Power after service entrance connection is inspected and approved by Prince William County. To date, Corinthian Contracting is repairing the interior concrete floor and walls, isolating the intake louver, correcting electrical code issues and reworking electrical conduit runs to accommodate relocation of the generator. The week of March 10, Corinthian will energize the lift station once meter is issued; construct generator pad. The week of March 31, Corinthian will connect existing sewer system and abandon existing lift station and coordinate generator housing installation. He also said Corinthian will coordinate generator housing installation the week of May 5.

Chief Levi said that Mr. Tatariw of Prince William Service Authority requested Corinthian Contracting get the lift station pumps and controls tested and ready for operation as a top priority.

**ARB:** Ms. Seefeldt on behalf of the ARB presented their ideas for updating the Town's signage at Mamie Davis Park and entrances into Occoquan. After much discussion, it was agreed that the Mamie Davis Park sign would have changeable placards for Town events and notices, an area for directions for Town Parking and other events scheduled within the Town. Town Hall will be responsible for placing events in the placards. The ARB recommended an area on the Mamie Davis Park sign for tourism and recreation businesses that do not have store frontage but the Town Council was not comfortable with that and asked for more space for Town Hall events. A new sign will also be placed near Poplar Alley showing directions for businesses on the Alley. The sign near Mom's Apple Pie will be repainted and the wording will be brighter so you can read it more easily. Town Council agreed on the basic color scheme and concept. Ms. Bush will present the final cost of all the new signs at the next Town Council meeting. Ms. Seefeldt stated the ARB and Appearance Committee recommended both parking spaces in front of MDP be removed to allow for a better view of the park. She recommended these spaces be replaced with a bike rack and a passenger loading space. It was agreed the bike rack and passenger loading space will be added to the April agenda. It was suggested that Mayor Porta contact the Occoquan Historical Society about the possibility of placing a sign at the Museum for the Ghost Tour business.

**Report of Town Engineer:** Mr. Reese said Zoning had approved for the past month multiple building permits, typically retail to retail exchange. (Permits for the following: 304 Mill Street, 311 Mill Street, 312 Poplar, 125 Mill Street and a deck application).

He said VSMP is now going in front of Prince William County's Board of Supervisors. He stated if the Town of Occoquan decides not to let Prince William manage the storm water program and decide to opt out again, it doesn't mean the new requirements go away. It means the Department of Environmental Quality (DEQ) would take back controls of all the storm water in Town. Mr. Reese suggested that it would be better to have Prince William County manage the program than to have DEQ get more involved in the Town's activities.

Mr. Reese has been following Vulcan and the Fairfax County Planning Commission and they have postponed their hearing until March. He also said he has not heard anything from the Landfill regarding the installation of the wind turbines, but believed the Planning Commission hearing in Fairfax County will address that issue shortly.

Occoquan Heights – Mr. Reese said he will just monitor this issue regarding the damaged trees and will wait to hear from Elm Street Development.

Mr. Reese reported there were two Site Plans that were recently approved by the Planning Commission.

He stated staff has recommended approval of the BB&T Kiosk. VDOT has no objection to the Kiosk.

Dr. Walbert moved to approve the final Site Plan for the BB&T ATM and Proposed Improvements; seconded by Vice Mayor Quist. Ayes: All by voice vote.

Mr. Reese stated staff has recommended approval of the Site Plan for the Demolition and Site Restoration of the River Station Treatment Facility. He said that we are still conferring with the attorney and do not have a zoning designation for this property at this time.

Mr. Crim stated he has had good discussions with Brian Tandenbaum, Fairfax Water's attorney.

Dr. Walbert moved to approve the Site Plan for the Demolition and Site Restoration of the River Station Treatment Facility; seconded by Vice Mayor Quist. Ayes: All by voice vote.

**Report of Town Attorney:** Mr. Crim reported Virginia Dominion Power has relocated its lines at Gaslight Landing as of February 11, but Comcast has not. He said he has sent Pink Bicycle Tea Room a letter indicating their officers could be personally liable for any withheld Meals Tax but has not heard from them at this time. He said he has approved the Memorandum of Understanding (MOU) for the sale of the Town Truck and has advised the Acting Town Manager on actions needed to take for the government auction website.

Christopher Hardy's BZA Seat Expiration: Mr. Crim stated he was advised by the Circuit Court Clerk of the expiration, which expired January 31, 2014. The Circuit Court Clerk wanted to know if we wanted to nominate three names of individuals for the Circuit Court to consider for appointment to the BZA.

Chief Levi said he has spoken to Mr. Hardy who said he wanted to stay on the BZA. Ms. Blackwell was directed to submit a letter with three names and a certified copy of the minutes of this meeting.

Dr. Walbert moved to submit three names for nomination for the BZA (Christopher Hardy, Brenda Seefeldt and Ramsey Baerga), seconded by Vice Mayor Quist. Ayes: All by voice vote.

**Mayor's Report:** Mayor Porta reported on his attendance at the following events in his capacity as Mayor:

2/10 – Occoquan Watershed Study meeting

2/22 – Emceed Library Foundation Wine & Food Pairing at Madigan's Waterfront

2/24 – Gave tour of the town as part of a staff retreat for our Congressman

2/24 – Met with Washington Post reporter doing an article on Occoquan and provided tour

3/1 – O.W.N. Frigid 5K

3/1 – Met with representative of ACTS

3/1 – Met with Irish Collection regarding a possible event

3/2 – Ebenezer Baptist Church - 131st Anniversary

Mayor Porta reported on a request of the Occoquan Historical Society (OHS), first disclosing that he is a member of its board, and its Treasurer, and will recuse himself from any decisions regarding the organization. A number of years ago OHS received a grant for an architectural conservation assessment of the Mill House Museum. The report of the assessor recommended the installation of a new roof and gutters on the Mill House Museum. A majority of the OHS Board believes that the Town, as the owner of the building, should cover the costs. Mayor Porta indicated that while installing gutters (which the building does not currently have) would seem to make sense as a way of keeping moisture away from the building, he was not comfortable with

the recommendation regarding the roof because it did not appear to be in a state of disrepair, and there was no substantive detail in the assessor's report as to why replacement would be necessary. Mayor Porta had conveyed to the OHS Board that he would only be willing to suggest to the Town Council that the town have its own expert examine the roof before considering its repair in the Town's capital plan. The Council directed the Acting Town Manager to call a Prince William County inspector to examine the roof.

Mayor Porta also complimented Chief Levi and Mr. Brill on their consistently excellent preparation and coordination of efforts related to snow events during the past several months, noting that he believed it to be the most-well organized and implemented Town response to such challenges for the last decade or more.

**Council Reports:** Mr. Sivigny inquired about the requirement of snow removal on sidewalks. Mayor Porta said that the ordinance states all sidewalks must be cleared within 12 hours. Mr. McGuire and Ms. Bush suggested having a written survey on the new Strategic Plan. Dr. Walbert wanted to nominate two names for the Planning Commission – Ramsey Baerga and Bryan Reese. He wanted in the minutes that Bryan Reese did not show up. Mr. McGuire and Vice-Mayor Quist had no reports.

Dr. Walbert moved to approve the appointment of Ramsey Baerga as a member of the Planning Commission; seconded by Vice Mayor Quist. Ayes: All by voice vote.

**Treasurer's Report:** Ms. Breeding reported Cash has decreased \$60,800 relative to last year and Total Assets has decreased \$62,000 relative to last year. Total Liabilities has decreased by \$90,700. It was asked that CIP be shown as temporarily restricted earnings on the Balance Sheet. Vice-Mayor and Ms. Breeding will be working on the CIP display. She noted Occoquan Coffee House is delinquent one month on meals taxes, Sugar Buzz is two months delinquent and Pink Bicycle is six months delinquent. She said she wanted to put the Craft Show funds back into a long-term CD in order to increase interest income. It was directed that she hold off at this time given the potential need to access Craft Show funds.

**Acting Town Manager's Report:** Chief Levi distributed his Manager's report in advance. He reported the foul odor problem downstairs was resolved. It was a faulty wax ring inside the toilet. A contractor replaced it and to date there has not been any foul odor. Mr. Sivigny inquired if Chief Levi was still sending out the police reports. He said he did not send out the reports for February but will make sure he sends them out in a timely manner.

Chief Levi asked if he could attend a three-day New Chiefs/Deputy Chiefs Training School from March 18-20 in Glen Allen, VA. He noted the cost for this conference is \$600.00 which includes lodging but not meals.

Dr. Walbert moved to approve Chief Levi to attend the New Chiefs/Deputy Chiefs Training School in the amount of \$600.00 plus meals; seconded by Mr. Sivigny. Ayes: All by voice vote.

Acceptance of Credit Cards: Chief Levi said the Town would like to move forward on the acceptance of credit cards. He said he and the Town Treasurer have had discussions with a few credit card processors and we are also looking at some other on-line processing providers who

have better rates. Vice-Mayor Quist asked what the standard procedure is for government entities accepting credit cards. Mr. Crim said that you deal with a company that is set up to do local government billing. It was directed that the Town Attorney works with the Acting Town Manager on fees, swipe capabilities. The Town Attorney will give the Acting Town Manager merchant bank account information.

On Call Building Code Official: Chief Levi presented a proposal to pass Building Code Official inspections from Prince William County to a contractor. The proposed contractor, Soil Consultants Engineering (SCE), currently provides on call building inspections for the Towns of Haymarket and Dumfries. Mr. Crim noted that the individuals mentioned by Chief Levi are not yet certified inspectors. Chief Levi was directed to find out whether the contractor's fee schedule is negotiable and when they will have a certified inspector.

Ms. Quist moved that the Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.2-3711(A)(1), a personnel matter involving performance evaluation or job assignments of employees, and as permitted by Virginia Code section 2.2-3711(A)(3), a matter involving acquisition of real property for public purposes. Dr. Walbert seconded. Ayes: All by voice vote.

The Town Council reconvened in public session at 10:10 p.m. Ms. Quist moved that the Council, in the closed session just concluded, discussed nothing except the matter or matters specifically identified in the motions 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; Dr. Walbert seconded. Ayes: Sivigny, McGuire, Bush, Walbert, Quist.

The meeting adjourned at 10:11 p.m.

---

Peggy Blackwell, Town Clerk