



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 5, 2017
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; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes for the November 8, 2017 Regular and November 21, 2017, 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

None.

6. Mayor's Report

Mayor Quist reported that the Town Blessing and Holiday Party was enjoyable and had a nice turn out. She also stated that the Prince William County Board of Supervisors allocated \$7,200 from the Supervisor's contingency fund to pay for the proffer amendment to the Comprehensive Plan and rezoning on the Tanyard Hill property. Ms. Jovanovich met with Prince William County Planning Staff to prepare the amendment packet to be submitted to the County. When approved, the Town will be able to remove current signage and begin working on the trail.

7. Staff Reports

A. Town Attorney: Mr. Crim, Town Attorney, submitted a report as part of the meeting agenda. No questions were received. Mr. Crim was excused from the meeting by the Mayor following the completion of his report.

B. Town Engineer: Mr. Reese, Town Engineer, was not present, however, his report was submitted as part of the meeting agenda. No questions were received.

- C. **Building Official:** Ms. Jovanovich stated that Prince William County is now the Building Official for the Town of Occoquan. No report was submitted this month, however, in future meetings Prince William County will provide a report of actions within the Town. No questions were received.
- D. **Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda. She also reported that the maintenance of the gaslights had been completed and the cost of that maintenance was just under \$3,000. An Eagle Scout candidate built the benches in front of Town Hall for his culminating project. The VDOT brackets to attach the lights along the foot bridge are now in Town Hall and there is a meeting scheduled with Prince William County in regards to the step at River Mill Park collecting water when it rains.
- E. **Town Treasurer:** Ms. Rodriquez was not present; however, a treasurer's report was submitted during the meeting.

Councilmember Drakes inquired about the date of the last business audit. Ms. Jovanovich stated that the date listed in the treasurer's report was accurate.

- F. **Chief of Police:** Chief Linn submitted a report as part of the agenda packet.

Councilmember Drakes inquired about the Traffic Enforcement chart and if it was patrol hours or the number of traffic stops. Chief Linn stated that the number indicated that number of traffic stops.

Councilmember McGuire stated that on Small Business Saturday some people complained that the officers were pulling people over causing traffic to back-up. He informed those individuals that pedestrian safety is a Priority in town and during busy times the Police should enforce the traffic laws to keep pedestrians safe.

- G. **Architectural Review Board:** Brenda Seefeldt reported that the ARB approved three exterior elevation applications and nominated Laurie Holloway as the Vice Chairman of the ARB.

Planning Commission: No report.

8. Regular Business

8A. Request to Adopt an Ordinance to Add Section 50-9 to the Town Code, Relating to Public Tree Maintenance

It was moved to adopt the ordinance to add section 50-9 to the Code of Ordinances, relating to public tree maintenance, as presented.

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

8B. Request to Appropriate Additional Funding for River Mill Park Trail Project

It was moved to appropriate \$4,542.76 from FY 2017 funding for the River Mill Park trail paving project.

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

8C. Request to Appropriate FY2018 Funds for Poplar Alley Paving Project

It was moved to appropriate \$6,215.62 from FY 2018 CIP funding for a portion of the Poplar Alley paving project completed in July 2017.

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

8D. Request to Appropriate Funding for Settlement Agreement

It was moved to appropriate \$17,313 from FY 2017 CIP funding for payment of the Settlement Agreement and Release dated June 23, 2017.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Drakes 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 permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for appointment to the Architectural Review Board. Councilmember McGuire seconded. The motion carried unanimously. Closed Session began at 7:18 p.m.

The Council came out of closed session at 7:26 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 Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

8E. Request for Consideration of Appointment of Alternate Member to Architectural Review Board

It was moved to appoint Johnathan Torres as an alternate member on the Architectural Review Board, effective December 5, 2017.

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

10. Adjournment

The meeting was adjourned at 8:28 p.m.