



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
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**Occoquan Town Council**  
**Regular Meeting**  
**October 2, 2018 | 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. **August 7, 2018 Regular Meeting Minutes**
  - b. **August 21, 2018 Work Session Meeting Minutes**
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Building Official
  - d. Town Manager
  - e. Town Treasurer
  - f. Chief of Police
  - g. Boards and Commissions
8. **Regular Business**
  - a. Logo, Tagline, and Branding Discussion
  - b. West Locust Street BMP
  - c. Request to Adopt 2019 Meeting and Holiday Calendar

**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](http://www.occoquanva.gov).*

- d. Request to Set Not-To-Exceed Amount for Wreath Installation
- e. Interim Town Manager Discussion

**9. Closed Session**

**10. Adjournment**



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes- DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Wednesday, August 7, 2018**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, Laurie Holloway, and Eliot Perkins.

**Staff:** Elizabeth Quist, Interim Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Christopher Coon, Town Clerk;

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizens Time**

Walt Seiberling, 107 Poplar Lane, stated the Town should ensure the Building Official has not required a building permit for work that does not require one. He wanted to know what visibility the Town was going to provide to the residents in regards to the recodification of the Town Code. Finally he wanted to know what visibility the Town was going to provide in regards to Prince William County's assessment and recommendations for the Town's watershed management.

Nick Roper, 188 Washington Street, requested a waiver of the rental fees for River Mill Park on September 21, 2018 for a P.O.W. and M.I.A. Recognition Ceremony.

**4. Response to Citizens Time**

It was moved to waive the rental fee for River Mill Park on September 21, 2018.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, unanimous.**

**Watershed Management** - Mayor Porta stated that the Town recently received a report from Prince William County after performing an assessment of the Town's underground stormwater system. The assessment resulted in many photos and the Town will have a meeting on August 21, 2018 to show the photos and share results of the assessment with residents. Mayor Porta stated that if the County charged Town residents the same as County residents, it would cost the Town \$30,000. That figure does not include the amount it would cost to bring the current systems up to the County's standard.

**Building Official** - Mayor Porta requested clarification from Mr. Seiberling. Mr. Seiberling stated that previously the Town's Building Official before Prince William County was requiring building permits for replacement of shingles on roofs and the Virginia State Building Code does not require a permit. Interim Town Manager Quist stated that the roof permit for 313 Mill Street had extenuating circumstances that required the permit.

**Recodification** – Ms. Quist stated the recodification is an entire recodification from an external company, in addition to a legal review of our Town Code. The company will ensure references to the Virginia State Code are still valid, and clean up formatting issues. She also stated that the Town received the legal comments from their review last week. Mr. Crim also stated that any proposed changes would be advertised, as necessary, before approval. Mayor Porta also stated that any potential changes to the Town Code will be made available for review on the Town’s website.

## 5. Approval of Minutes

It was moved to approve the minutes of the July 3, 2018 Regular Meeting.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, unanimous.**

## 6. Councilmember Reports

Councilmember Fithian reported the Home Owners’ Association and attorney for The Moorings of Occoquan have received her request to allow Town residents membership to the pool located at the end of Poplar Lane outside of Town.

## 7. Mayor’s Report

Mayor Porta reported a list of events he attended as a representative for the Town of Occoquan.

## 8. Staff Reports

**A. Town Attorney:** Mr. Crim reported on the following two items:

- i. **River Mill Park** – He stated that current discussions have stalled and Town Staff would like input and direction from the Town Council.
- ii. **Recodification** – He stated that he responded to the legal review and questions associated with that review.

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

Mayor Porta asked Mr. Reese if he could do a regulatory inspection of a BMP located behind the Lynn property on Union Street, and asked Mr. Crim what remedies were available to require adjoining property owners to mitigate the flow of water. Mr. Crim stated that it would be determined based on the requirements in place when the property was developed. He stated other factors could play a role in the outcome. However, if there were no records of the stormwater issues the dispute would be a civil dispute. Mayor Porta stated that he would let Ms. Lynn know that the Town Engineer would review the BMP for regulatory violations.

**C. Building Official:** The Building Official’s report was submitted as part of the meeting agenda. No questions were received.

**D. Town Manager:** Ms. Quist submitted a manager’s report as part of the meeting agenda. Additionally, she provided an update on the Mill Street Intersection Improvement

project. The update showed the Town's cost would be about \$149,000 to improve the Mill and Washington Street intersection and the Mill and Ellicott Street intersection. Town Council conferred and decided to have an additional discussion on a later date.

Councilmember Perkins inquired if there had been any update in regards to the additional funding for the Canoe and Kayak Ramp. Ms. Quist stated there is no update and that she has reached out to the DCR contact, who was on vacation.

Mayor Porta stated that he spoke with Supervisor Anderson about debris along the top of the Occoquan Dam. He stated that she is trying to create a working group to help resolve and mitigate those issues. Councilmember Fithian nominated Councilmember Holloway as a Town Council representative to that working group.

- E. **Town Treasurer:** Ms. Rodriguez submitted the Treasurer's report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Chief Linn submitted a report as part of the meeting agenda. He also reported the following:
  - i. **ASAP Program** - Chief Linn congratulated Councilmember Holloway as the Town representative.
  - ii. **Grants** - Chief Linn stated that the Town has received a grant and he will have to report the amount at a later date.

Vice Mayor Sivigny commended the Police Department on stop sign enforcement.

Councilmember Holloway inquired about the apparent change of focus from the issuance of parking tickets to traffic enforcement. Chief Linn stated that one large change to the reduction in parking tickets issued was because they were being used as a way to bring residents into compliance with regards to auto decals in the prior year.

Mayor Porta stated a Councilmember asked him about the incident that occurred at Touch of Gold. He stated that the business door was not locked and a customer went into the business while no employees were on site. The customer then contacted the police and resolved the issue.

Mayor Porta also stated that he would like to have a discussion with Town Council about adopting an ordinance to allow golf carts to be used in the town.

- G. **Boards and Commissions:** Councilmember Perkins reported the Planning Commission and ARB held a joint meeting for the developer of the Jennings Mill property to give them a presentation. The Planning Commission went into the meeting for the potential development project with questions in line with the Comprehensive Plan.

Chairperson Seefeldt reported the ARB had many concerns with the potential plans that were presented. The ARB created a document to list all of those concerns and provided it to the developer. She also stated that they are going to use that document during a

work session meeting to discuss each of their concerns. She wanted to bring to the Town Council's attention that enforcement of ARB items is not consistent. She also stated that in March 2017, the new sign guidelines were approved by ARB but have yet to come before Town Council for approval.

Mayor Porta stated that he would like to meet with her and Ms. Quist to discuss some of the issues she brought forth.

## **9. Regular Business**

### **9A. Request to Approve 113 Poplar Lane Site Plan**

It was moved to approve the site plan for 113 Poplar Lane - Pool Improvement, contingent on the purchase of phosphorus credits and completion and submission of erosion and sediment control bond and agreement.

**A motion was made by Councilmember Holloway, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, unanimous.**

### **9B. Request to Approve Bond Release Request for 113 Poplar Lane Pool**

It was moved to approve the release of the 113 Poplar Lane Erosion and Sediment bond in the amount of \$3,570.

**A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, unanimous.**

### **9C. Request to Award Contract for Snow Removal Services**

It was moved to extend the existing contract with Virginia Lawn Service for snow and ice removal services for one year, Fiscal Year 2019, and to set a not-to-exceed amount of \$5,000.

**A motion was made by Councilmember Fithian, seconded by Councilmember Dawson that the Action Item be approved. Motion passed, unanimous.**

### **9D. Request to Amend Town Code Section 30-33**

It was moved to amend Sec. 30-33 as presented, and further move to resume enforcement of this residential refuse ordinance on River Road, pending 30-day notice provided to residents.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

### **9E. Discussion to Define Parameters for On-call Labor for Stormwater System Debris Removal**

It was discussed and Council agreed to allow Mayor Porta to obtain quotes for on-call labor to remove debris from stormwater system during storms..

### **9F. Request to Accept VMLIP Grant for Public Safety Equipment**

It was moved to accept the grant funds from the Virginia Municipal League Insurance Program and approve the purchase of the proposed supplies for the use in public safety.

**A motion was made by Councilmember Holloway, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, unanimous.**

#### **10. 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 other personal related to a specific individual. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 8:16 p.m.

The Council came out of closed session at 9:12 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 Fithian seconded.

Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote.

#### **9G. Request to Appoint Member to the Boards and Commissions**

It was moved to appoint Jenn Mathis to the Planning Commission effective August 7, 2018.

**A motion was made by Councilmember Perkins, seconded by Councilmember Dawson that the Action Item be approved. Motion passed, unanimous.**

#### **9H. Request to Appoint Member to the Boards and Commissions**

It was moved to appoint Johnathan Torres to the Architectural Review Board effective August 7, 2018.

**A motion was made by Councilmember Holloway, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, unanimous.**

#### **9I. Request to Approve the Letter Agreement Employment Contract**

It was moved to approve the employment contract with Elizabeth Quist.

**A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, unanimous.**

#### **11. Adjournment**

The meeting was adjourned at 9:18 p.m.

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Christopher Coon  
Town Clerk



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, August 21, 2018**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Cindy Fithian, Laurie Holloway, and Eliot Perkins.

**Absent:** Councilmember Matthew Dawson

**Staff:** Elizabeth Quist, Interim Town Manager; Adam Linn, Police Chief;

**1. Call to Order**

Mayor Porta called the meeting to order at 6:59 p.m.

**2. Work Session**

**2A. Presentation by Imagine, INC.**

Patrick King presented preliminary work on the new Town Logo and received feedback from Town Council those attending the meeting.

**2B. Stormwater Presentation**

Mayor Porta presented photos and some examples of issues found during Prince William County's assessment of the Town's stormwater systems. In addition, Mayor Porta explained that there would ultimately be a cost associated with remediation of existing issues, as well as further on-going maintenance, that would need to be borne by Occoquan property owners.

**3. Adjournment**

The meeting was adjourned at 8:46 p.m.

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Christopher Coon  
Town Clerk



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**TOWN COUNCIL**  
Earnie W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**INTERIM TOWN  
MANAGER**  
Elizabeth A.C. Quist

## **Town Engineer's Report Town Council Meeting –October 2, 2018**

### **Kayak/Canoe Launch – update from last report**

Two bids received in July 2017 (Delta Marine and McLean Endeavors), both over budget. Department of Conservation and Recreation (DCR) has indicated possible additional funding from the current \$100,000 to \$280,000. Updates to permits, historic resources, threatened and endangered species discussed. Both bidders reached for confirmation previous bids are still valid. New budget due to DCR by October 15, 2018.

### **River Mill Park – Moisture Issue in Storage Room – no change from last report**

Evaluating options for corrections as directed by Council during November meeting.

### **Kiely Court Project – update from last report**

Land Disturbance Permit issued - construction commenced. Plan revision submitted, reviewed, and ready for approval.

### **Rivertown Project – no change from last report**

Land Disturbance Permit issued – construction proceeding.

### **Boundary Branch - update from last report**

Boundary Branch, Vantage Point BMP, Lynn property – other runoff issues reviewed

### **Oaks III - update from last report**

Reminder that street dedication and lot line vacation plat needed when site plan submitted.

-END-

**Town of Occoquan - Permit Report**  
**September 2018**

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date	Valuation
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FC	Building	Issued	C - Alteration/Repair	07/30/2018		\$16,000.00
ELE2019-00994	429 FORTRESS WAY	REPLACE 200 AMP PANEL AND INSTALL CIR	Electrical	Finalized	R - Alteration/Repair	09/11/2018	09/14/2018	\$0.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC U	Gas	Issued	C - Alteration/Repair	09/20/2018		\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAN	Building	Issued	C - Alteration/Repair	02/23/2018		\$10,000.00
BLD2018-03636	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENO	Building	Issued	C - Alteration/Repair	05/23/2018		\$20,000.00
ELE2018-04745	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENO	Electrical	Issued	C - Alteration/Repair	06/28/2018		\$20,000.00
MEC2018-01930	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENO	Mechanical	Issued	C - Alteration/Repair	07/18/2018		\$1,500.00
PLB2018-01804	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENO	Plumbing	Issued	C - Alteration/Repair	07/18/2018		\$20,000.00
BLD2018-04612	416 MILL ST	BANN THAI OLD TOWN - TLO	Building	Finalized	C - Tenant Layout	06/26/2018	08/22/2018	\$1,500.00
ELE2018-05514	416 MILL ST	BANN THAI OLD TOWN - TLO	Electrical	Finalized	C - Tenant Layout	08/09/2018	08/16/2018	\$400.00
GAS2018-02343	416 MILL ST	BANN THAI OLD TOWN - TLO	Gas	Finalized	C - Tenant Layout	08/08/2018	08/16/2018	\$150.00
MEC2018-03498	416 MILL ST	BANN THAI OLD TOWN - TLO	Mechanical	Finalized	C - Tenant Layout	08/08/2018	08/16/2018	\$1,400.00
PLB2018-02753	416 MILL ST	BANN THAI O TOWN - TLO	Plumbing	Finalized	C - Tenant Layout	08/10/2018	08/16/2018	\$300.00
BLD2018-02969	426 MILL ST	LOT SPECIFIC SFD - KIELY RESIDENCE (TH	Building	Pending	R - New Single Family Dwelling			\$1.00
BLD2018-02984	430 MILL ST	KIELY RESIDENCE - LOT SPECIFIC SFD	Building	Pending	R - New Single Family Dwelling			\$100.00
BLD2019-00434	389 MYRTLE PL	REMODEL KITCHEN - MOVE KNEE WALL	Building	Issued	R - Alteration/Repair	08/07/2018		\$1,500.00
ELE2019-00195	389 MYRTLE PL	UPGRADE KITCHEN ELECTRICAL	Electrical	Issued	R - Alteration/Repair	07/16/2018		\$1,800.00
GAS2019-00024	389 MYRTLE PL	move gas line for stove approximately 9"	Gas	Issued	R - Alteration/Repair	07/24/2018		\$600.00
PLB2019-00198	389 MYRTLE PL	RELOCATE PLB PIPE FOR SINK	Plumbing	Issued	R - Alteration/Repair	07/27/2018		\$800.00
BLD2014-05879	1441 OCCOQUAN HEIGHTS DECK		Building	Issued	R - Addition	04/25/2014		\$6,700.00
BLD2019-00693	101 POPLAR LN	EXTENDING EXISTING DECK 6 X 12.6 AND 6 X	Building	Issued	R - Addition	08/08/2018		\$65,693.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUNND POOL	Building	Issued	R - Swimming Pool	12/07/2017		\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUNND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		\$6,000.00
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		\$2,200.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to Fire	Gas	Issued	R - Swimming Pool	01/16/2018		\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RI	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTA	Building	Issued	C - Alteration/Repair	01/31/2018		\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND	Plumbing	Issued	C - Alteration/Repair	01/31/2018		\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN	Building	Pending	C - Tenant Layout			\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN	Electrical	Pending	C - Tenant Layout			\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN	Gas	Pending	C - Tenant Layout			\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN	Plumbing	Pending	C - Tenant Layout			\$75,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEV	Plumbing	Issued	R - Alteration/Repair	03/23/2018		\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO RE	Building	Issued	R - Alteration/Repair	08/13/2018		\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO RE	Electrical	Issued	R - Alteration/Repair	08/16/2018		\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO RE	Plumbing	Issued	R - Alteration/Repair	08/15/2018		\$750.00
BLD2019-00357	109 WASHINGTON SQUARE	ADDING SPIRAL STAIRCASE TO EXISTING DE	Building	Issued	R - Alteration/Repair	08/24/2018		\$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		\$1,400.00

END OF REPORT



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 Laurie Holloway  
 Eliot Perkins

## Town Treasurer's Report Town Council Meeting - October 2, 2018

**INTERIM TOWN  
 MANAGER**  
 Elizabeth A.C. Quist

**TOWN TREASURER**  
 Carla M. Rodriguez

### Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending (1)	None	Pink Bicycle Tea Room (Review Pending)
BPOL Audit	Pending (1)	2012 License Year	Fathom Realty (Review Pending)

### Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	2	9/20/2018	Not compliant
Pink Bicycle Teal Room	6	9/26/2018	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	9/26/18	Not Compliant

### Other Items of Note

None.



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Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## Occoquan Police Department

### Monthly Town Council Report October 2, 2018

**INTERIM TOWN  
MANAGER**  
Elizabeth A.C. Quist

**CHIEF OF POLICE**  
Adam C. Linn

### Departmental Goals

*(Set by Town Council in February 2016)*

- Goal 1: Protection of private property
- Goal 2: Improvement of pedestrian safety
- Goal 3: Increased patrol hours including nights and weekends
- Goal 4: Prioritizing community meetings outside of town
- Goal 5: Updating department policies

### Current Initiatives

Continued with the Calls for Service police coverage in Town. Working with town officers to increase patrols and visibility on nights and weekends.<sup>1</sup> Continued field training with town officers and worked with volunteer staff to address administrative needs of Police Department.

Directed traffic enforcement on Commerce Street and Gordon Boulevard area (Block the Box and Driving off Roadway). Directed stop sign enforcement and cut-through traffic in historic district.<sup>2</sup> Increasing foot patrols and visibility in historic business area.

Worked on pilot program for body worn cameras for Town Officers.

### Community Relations

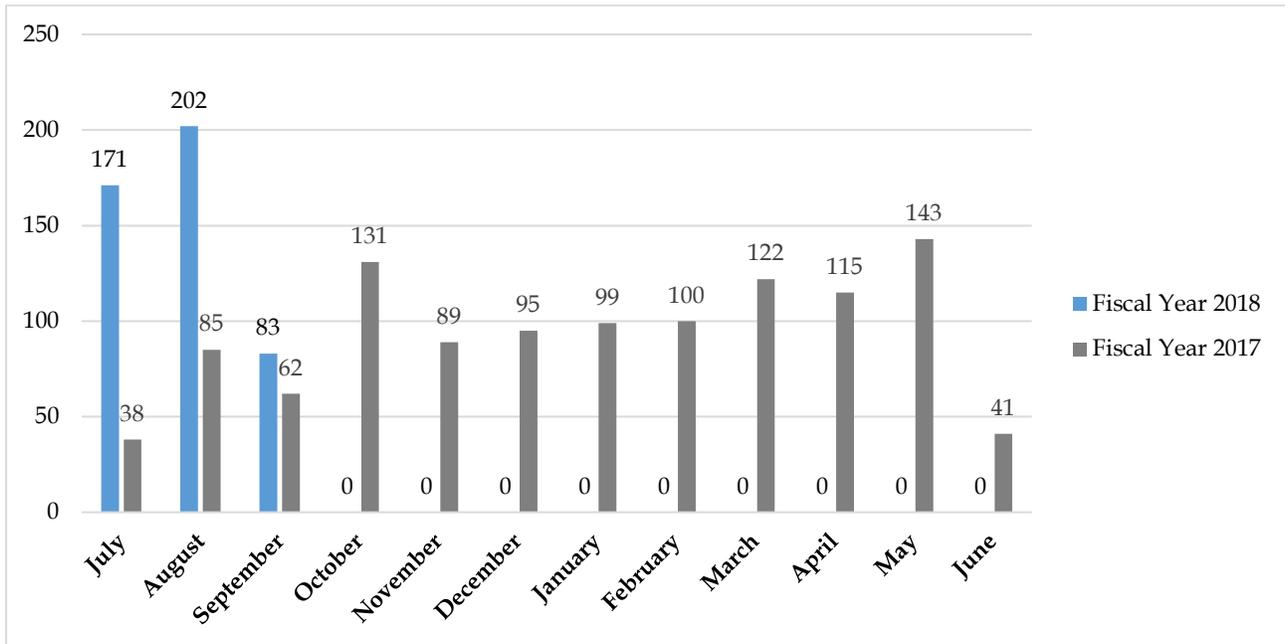
Provided patrol and visibility during River Mill Park events and Pokémon Go events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Provided business checks and discussed issues (shoplifting suspect) with local business owners and staff. Spoke with multiple residents throughout the month.

**Patrol and Enforcement Activities**

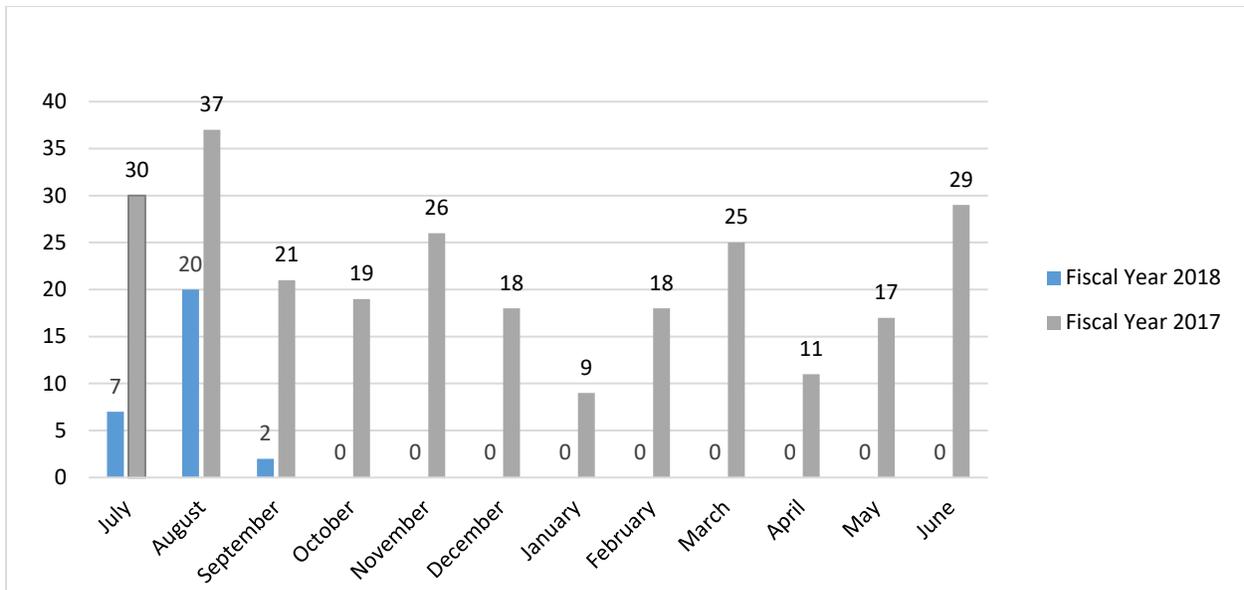
During the month of September, the Town Police made 2 arrests (reckless driving and impaired driving), issued 124 traffic summonses, and 41 warnings.

**Traffic Summonses FYTD (GRAPH) <sup>1</sup>**



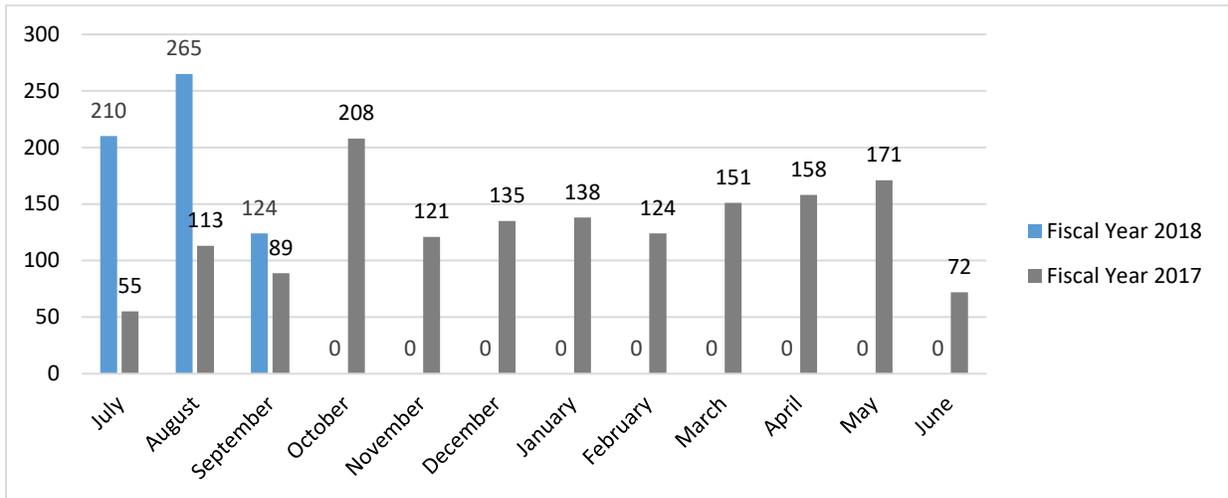
<sup>1</sup>Goals 1, 2

**Parking Tickets Issued FYTD (GRAPH) <sup>2</sup>**



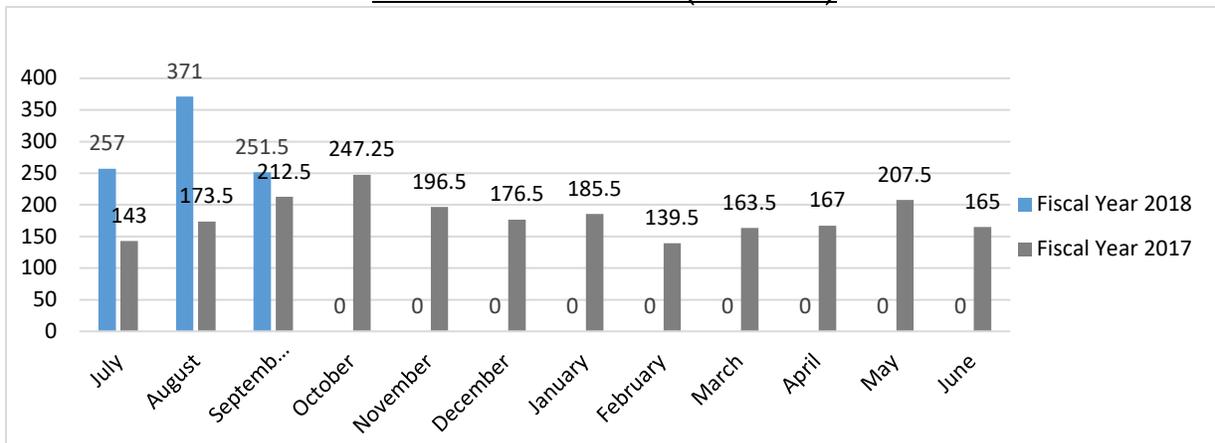
<sup>2</sup>Goal 2

**Traffic Stops YTD (GRAPH) <sup>3</sup>**

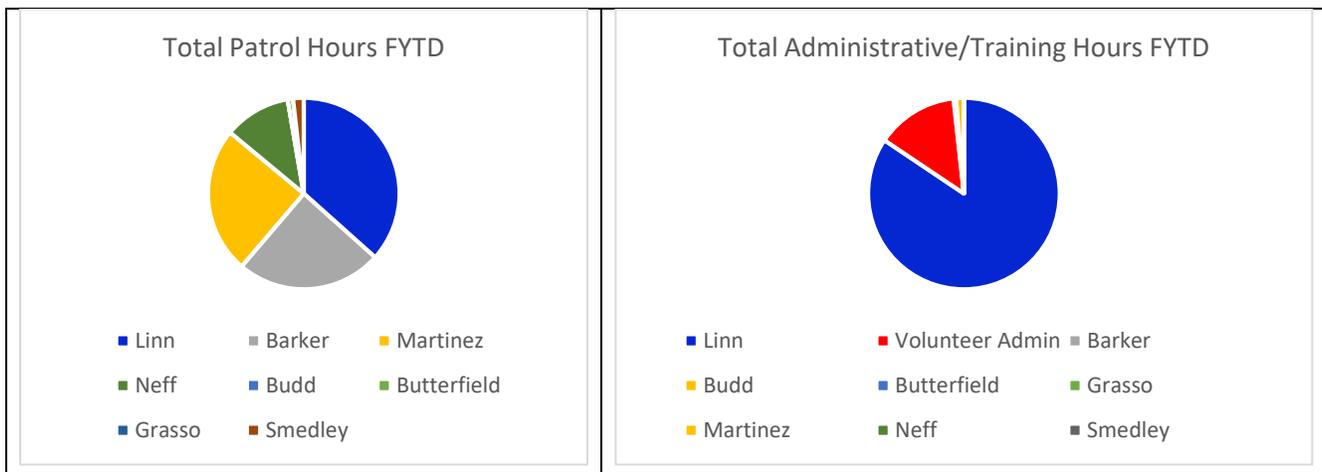


<sup>3</sup>Goal 2

**Patrol Hours FYTD (GRAPH) <sup>4</sup>**



<sup>4</sup>Goals 1, 2, 3



**Miscellaneous**

Attending Virginia Association of Chiefs of Police conference and continuing education classes. Meet with the law enforcement leadership in Prince William County (consisting of the State, County, Cities, and Towns) to discuss ongoing public safety status and mutual assistance. Meet with representative of Fairfax Water to discuss Dam Siren testing.

<sup>1</sup>Goal 3

<sup>2</sup>Goal 2



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 2, 2018
<b>8 A: Request for Direction Regarding Logo, Tagline, and Branding</b>	

**Explanation and Summary:**

In June of 2018, the Town of Occoquan contracted with Imagine Design & Creative Marketing, Inc. to develop brand assets, including a new logo, tagline and supporting visual elements, as well as a style guide. The contractor presented a first draft of these assets at a Town Meeting on August 21<sup>st</sup> and after Council discussion they have a second draft.

This is a discussion that will be led by Mayor Porta to solicit feedback from the Council on the draft elements in order to provide direction to Imagine.

**Town Manager Recommendation:** N/A.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

Action Council deems appropriate.

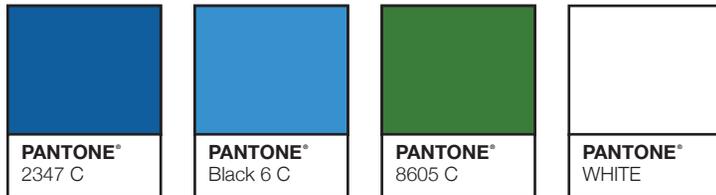
Logo Draft 1.0



Color Alternate



Single-Color Reversed



Color Palette

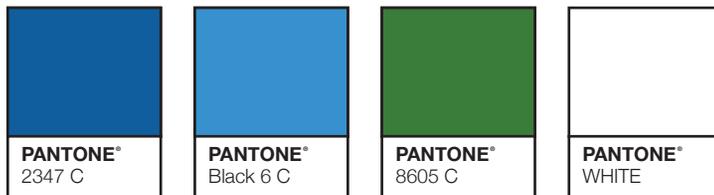
	Client: Town of Occoquan
	Date: 3 August 2018
	Project: Town Logo
	Submittal: First

DOCTORS FIGHT DISEASE. LAWYERS FIGHT INJUSTICE. WE FIGHT UGLY.™

Promotional Presentation  
(decals, signage, etc.)



Color Alternate



Color Palette



Decal Example

	Client: Town of Occoquan
	Date: 3 August 2018
	Project: Town Logo
	Submittal: First

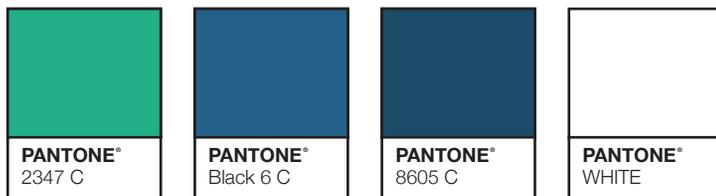
DOCTORS FIGHT DISEASE. LAWYERS FIGHT INJUSTICE. WE FIGHT UGLY.™

Logo Draft 2.0

Single Color



Single-Color Reversed

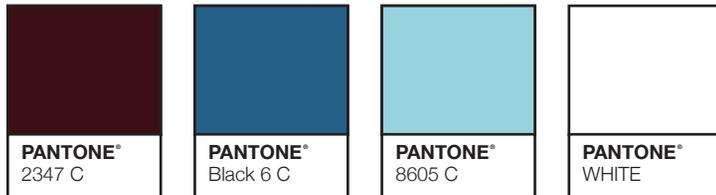


Color Palette

	Client: Town of Occhoquan
	Date: 19 September 2018
	Project: Town Logo
	Submittal: Second

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Logo Draft 3.0



Color Palette

Singe Color



Overlay



	Client: Town of Occoquan
	Date: 19 September 2018
	Project: Town Logo
	Submittal: Second

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**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 2, 2018
<b>8 B: West Locust Street BMP</b>	

**Explanation and Summary:**

This is a request for direction from Council regarding a stormwater system at a critical point in the Town's stormwater management system during storm events that bring heavy rain.

The goal of this discussion is to garner discuss potential solutions to resolve issues located at the West Locust Street BMP. A consensus from Council on the form such solution and authorize the Mayor and Town staff to move forward

**Town Manager's Recommendation:** N/A

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to authorize the Mayor to work with Town staff to explore options discussed to resolve issues at the West Locust Street BMP within the following parameters:  
\_\_\_\_\_."

OR

Other action Council deems appropriate.

**Attachments:** None.



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 2, 2018
<b>8 C: Request to Approve 2018 Meeting and Town Holiday Calendar</b>	

**Explanation and Summary:**

This is a request to set the Town Council meeting schedule for the 2019 calendar year. The Town Code Section 2-61, Date and time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m. or at such other times as may be fixed by resolution; provided at least one regular meeting per month shall be held as required by section 16 of the Charter.

The proposed meeting calendar includes regular meetings on the first Tuesday of each month and work session meetings on the third Tuesday of each month, except for the months of July, August and December, during which no work session is scheduled. Work session meetings are intended to discuss issues that would come before the Council for action at a regular meeting or other items that do not require formal action, but merit review and consideration by the full Council. The Town also has a floating holiday and it is proposed to allow town staff to have a summer holiday on July 5, 2019.

**Town Staff Recommendation:** Recommend approval.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve the 2019 Town Council meeting and holiday schedule as presented."

OR

Other action Council deems appropriate.

**Attachments: (1)** Calendar Year 2019 Town Council Meeting and Holiday Schedule

## TOWN OF OCCOQUAN 2019 Meeting Schedule

DATE	MEETING TYPE
Wednesday, January 2, 2019	Regular Meeting
Tuesday, January 15, 2019	Work Session + Budget Work Session
Tuesday, February 5, 2019	Regular Meeting
Tuesday, February 19, 2019	Work Session (Budget)
Tuesday, March 5, 2019	Regular Meeting + Budget Work Session
Tuesday, March 19, 2019	Work Session
Tuesday, April 2, 2019	Regular Meeting + Budget Public Hearing
Tuesday, April 16, 2019	Work Session
Tuesday, April 30, 2019*	Public Hearing Proposed Tax Rates
Wednesday, May 7, 2019	Regular Meeting
Tuesday, May 21, 2019	Work Session
Tuesday, June 4, 2019	Regular Meeting
Tuesday, June 18, 2019	Work Session
Tuesday, July 2, 2019	Regular Meeting
Tuesday, August 6, 2019	Regular Meeting
Tuesday, September 3, 2019	Regular Meeting
Tuesday, September 17, 2019	Work Session
Tuesday, October 1, 2019	Regular Meeting
Tuesday, October 15, 2019	Work Session
Wednesday, November 6, 2019*	Regular Meeting
Tuesday, November 19, 2019	Work Session
Tuesday, December 3, 2019	Regular Meeting

Total Regular Meetings: 12

Total Work Sessions: 10

Total Special Meetings: 1

\*Added additional meeting in April for Budget Public Hearing.

\*Moved regular November meeting date to following Wednesday due to Election Day.

### 2019 Town observed holidays

Town Hall will be closed in observance of the following holidays:

January 1, 2019 - New Year's Day	September 2 - Labor Day
January 21 - Martin Luther King, Jr. Day	October 14 - Columbus Day
February 18 - Presidents' Day	November 11 - Veterans Day (observed)
May 27 - Memorial Day	November 28, 29 - Thanksgiving Holiday
July 4 - Independence Day	December 24, 25 - Christmas Holiday
July 5 - Summer Holiday	January 1, 2020 - New Year's Holiday

Staff Work Days: June 3, 2019 and September 30, 2019



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 2, 2018
<b>8 D:</b> Request to Set Not-To-Exceed Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles	

**Explanation and Summary:**

Prior to 2014, the Town utilized an electrician to mount and install the lighted holiday wreaths for a cost of \$2,000. The installation included mounting the wreaths, hardwiring the wreaths directly into the fuse, maintaining the wreaths through the holiday season, and then removing and storing the wreaths at the end of the holiday season. In 2014, the Town purchased new LED wreaths and installed standard plug outlets on the Dominion poles in order to accommodate the new wreaths.

The Town is currently working on two possible solutions for wreath installation. The Town could work with the V.F.W. contractor that is removing the military banners to install the wreaths at the same time. The second option is to rent a boom lift to allow our maintenance supervisor to install the wreaths. In order to resolve this issue, staff is recommending that the Town Council approve the not-to-exceed FY 2019 budgeted amount and allow town staff to find the most cost-effective solution.

**Wreath Mounting Costs**

	<b>FY2019 Budget</b>	<b>Proposed Cost</b>
Wreath Mounting	\$0	\$1,250
Outlet Repairs - Labor	\$0	\$390 (\$97.50 per hour/ 4 hours)
Outlet Repair Materials	\$0	\$500
On-Call Outlet/Wreath Repairs	\$0	\$390 (\$97.50 per hour/4 hours)
<b>Total</b>	<b>\$3,000</b>	<b>\$2,530</b>

**Cost and Financing:** Not-to-Exceed \$3,000 (FY 2019 Budget, \$3,000)

**Account Number:** 64440 - Wreath Maintenance and Installation, Public Works

**Proposed/Suggested Motion:**

"I move to set a not-to-exceed amount of \$3,000 for the purpose of mounting and maintaining holiday wreaths, and repairing electrical outlets on Dominion poles."

OR

8: Request to Set Not-to-Exceed Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles October 2, 2018

Other action Council deems appropriate.

**Attachments:** None.



EQUIPMENT



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## 35 ft Towable Boom Lift Rental

4 Hour Rental	<b>\$202</b> US
Daily Rental	<b>\$289</b> US
Weekly Rental	<b>\$867</b> US
<b>BEST VALUE</b> Monthly Rental	<b>\$2168</b> US



[Tool Tips](#)

### 35 ft Towable Boom Lift

#### Projects

- ▶ Tree care and maintenance
- ▶ Sign and lighting repairs
- ▶ Facility maintenance, painting, HVAC, electrical
- ▶ Residential maintenance including: roof, rain gutter and pressure washing

#### Quick Specs

- ▶ Max platform height: 34 - 35'
- ▶ Max platform lift weight: 500 lbs
- ▶ Overall width: 4' 9"
- ▶ Towing: 3400 lbs

#### Models

[JLG T350 Boom Lift](#)

[Genie TZ34 Boom Lift](#)

\* Models vary based on location and availability.

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Jobsite Location  
Occoquan, VA 

CAT CLASS: 058-0343

## 34' ARTICULATING MAN LIFT

- 4WD operation
- Zero tailswing
- 2-speed hydraulic motors

1 Day: **\$320 USD**

1 Week: **\$820 USD**

4 Weeks: **\$2285 USD**

 **ADD**





**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 2, 2018
<b>8 E: Interim Town Manager Discussion</b>	

**Explanation and Summary:**

As of September 30, Elizabeth Quist is no longer serving as Interim Town Manager. The Code of Virginia Section 15.2-1503(C) authorizes the Town Council to designate a responsible person to temporarily perform the duties of the Town Manager in the absence of a chief administrator. Virginia Code § 15.2-1423 provides that “[i]n the event that there is no chief administrative officer, it shall be the duty of the . . . mayor . . . to see that the functions set forth in § 15.2-1541 are carried out if the governing body has not acted otherwise.”

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

Action Council deems appropriate.

**Attachments:** None