



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
June 6, 2017 | 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. April 25, 2017 Work Session Meeting Minutes
 - b. April 29, 2017 Work Session Meeting Minutes
 - c. May 2, 2017 Regular Meeting Minutes
 - d. May 16, 2017 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. Request to Consider Extension of Building Period for Kiely Court Project
 - b. Request to Approve Gaslight Landing Maintenance Bond Release Request
 - c. Request to Approve Vistas at Occoquan Bond Release
 - d. Request to Approve FY 2018 Refuse Contract
 - e. Request to Approve Fee Schedule and New Signage for Dock
9. **Closed Session**
10. **Adjournment**

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.



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 25, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. Call to Order

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

2. Public Hearing on Proposed Fiscal Year 2018 Tax Rates

Walter Seiberling, 107 Poplar Lane, stated that he would like the Town to maintain a lower tax rate. He stated that the residents pay taxes to both the Town and Prince William County and feels that we should request more support from the County before increasing taxes.

3. 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)(3) a matter involving acquisition of real property within Town limits for public purposes. Also, Virginia Code Section 2.2-3711(A)(29) concerning a contract for the Canoe & Kayak launch: discussion of the award of the contract. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:04 p.m.

The Council came out of closed session at 7:49 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.

It was moved to direct Town Staff to move forward with the items discussed in closed session.

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

4. Adjournment

Mayor Quist adjourned the meeting at 7:50 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Saturday, April 29, 2017
9:00 a.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager;
Other: Chief Panebianco

1. Call to Order

Mayor Quist called the meeting to order at 9:01 a.m.

2. 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 Town Sergeant/Chief of Police Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 9:04 a.m.

The Council came out of closed session at 1:18 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 Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

3. Adjournment

Mayor Quist adjourned the meeting at 1:19 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 2, 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; Bruce Reese, Town Engineer; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Walt Seiberling, 107 Poplar Ln., stated that for replacing a roof you do not need building permit. He stated that several people had to get a building permit to replace their roof. He stated he found out he might need a building permit to replace his roof when his neighbor was told to stop work because he did not have a permit. He stated that the Town Code was not clear on when a building permit was required. He then stated that the Virginia Unified Statewide Building Code states that you do not need a permit to replace your roof on a single family dwelling. He recommended reimbursing individuals who paid for building permits to replace their roof.

4. Approval of Minutes

It was moved to approve the minutes of the April 4, 2017 Regular Meeting.

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 stated she recently walked the existing and proposed Occoquan greenway that begins at the McCoart building and that could possibly join the Town of Occoquan. During that visit she spoke with Supervisor Anderson's Office about possible funding for that process. She also reported about the VFW Horse Parade that is to be held on May 6, 2017 starting at 9 a.m.

7. Staff Reports

- A. Town Attorney:** Mr. Crim, Town Attorney, reported he will discuss the following in closed session: Kiely litigation that is set for trial at the end of May and the Miller Brothers claim relating to River Mill Park.
- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. Mr. Reese went into further detail on two items: the speed study on Washington Street and the Kayak/Canoe Ramp. The speed study on Washington Street did not justify any traffic calming measures along that stretch of road. Ms. Jovanovich stated that the Town request the speed study be done at a specific area and the study was not conducted in that area. She stated she will be requesting an additional study done in the originally requested area.

Councilmember Drakes stated that even though the study does not justify any traffic calming measures, the majority of the vehicles were going more than 25 mph, which is illegal. Ms. Jovanovich stated that without the average traveling speed being above 30 mph in a 25 mph zone, Prince William County will not assist with those traffic calming measures. She also stated that VDOT has denied several request made previously for traffic calming measures.

Mr. Reese stated that he has spoken with DCR who helped the Town receive Federal money for the Town's Kayak/Canoe Ramp. Unfortunately, when using Federal money for a project, the Town cannot accept a single bid. He stated that if the Town wants to go forward, there will need to be a rebid process and the Town must receive a minimum of two bids.

- 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 submitted a manager's report as part of the meeting agenda. No questions were received.
- E. Town Treasurer:** Ms. Rodriquez was not present, however, her treasurer's report was submitted as part of the meeting agenda. No questions were received.
- F. Chief of Police:** Interim Chief Linn provided his April 2017 report with the agenda packet. Mayor Quist inquired about the "promposal" and why the use of paint was required. Chief Linn stated that there were two "promposals" one was some members of the wrestling team at Garfield High School had painted PROM? on their chests. Chief Linn stated the second was done with flowers under the LOVE sign in the park.
- G. Boards and Commissions:** Councilmember Dawson stated that Architectural Review Board met and forwarded the Guidelines created to the Town Council, which will be presented at the next Work Session. Councilmember McGuire stated there was no April Planning Commission meeting.

8. Regular Business

8A. Request to Adopt and Appropriate Fiscal Year 2018 Budget and Tax Rates

It was moved to set the following tax rates for the Fiscal Year 2018 beginning July 1, 2017: a Real Estate Tax Rate of \$0.12 per \$100 of assessed valuation; a Meals Tax Rate of three (3) percent; and a Transient Tax Rate of two (2) percent. It was moved to adopt the Fiscal Year 2018 Budget beginning July 1, 2017 as presented in the amount of \$719,010 and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Capital Improvement Plan beginning July 1, 2017 as presented in the amount of \$291,500 in expenditures and \$100,000 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Mamie Davis Fund beginning July 1, 2017 as presented in the amount of \$2,000 in expenditures and \$4,100 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Craft show Fund beginning July 1, 2017 as presented in the amount of \$216,390 for revenues and \$108,120 for expenditures and appropriate the funds for the expenditures shown in the budget.

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

8B. Request to Approve Vistas at Occoquan As-Built

It was moved to approve Vistas at Occoquan Final As-Built Drawings.

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

8C. Request to Approve FY 2018 Landscaping Contract

It was moved to approve the FY 2018 Extension to the Town's contract with Virginia Lawn Service, Inc. for landscaping maintenance services (RFP2015-001) for an annual cost of \$17,375.

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

8D. Request to Award Contract and Appropriate Capital Funds for Repairs to Asphalt and Speed Bumps on Poplar Alley to Prince William County Public Works

It was moved to award a contract to Prince William County Public Works Department for the repair of asphalt and speed bumps on Poplar Alley from Ellicott Street to Washington Street and appropriate a not to exceed amount of \$20,000 from the FY 2017 Capital Improvement Fund.

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

8E. Request to Approve Repairs to Water Lines at Mamie Davis Park

It was moved to approve repairs to the irrigation system and dock water lines in Mamie Davis Park in the amount of \$4,000 from the Mamie Davis Fund.

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

8G. Request to Approve Resolution to Designate Mayor Elizabeth Quist to Perform the Duties of the Town Manager

It was moved to approve the Resolution designating Mayor Elizabeth Quist to temporarily exercise the power and perform the duties of Town Manager, with the authority to delegate said power and duties, until Town Manager Kirstyn Barr Jovanovich resumes her duties as the Town Manager. It was further moved that Mayor Quist shall continue to hold only the one office of Mayor, and receive only her salary in that capacity.

A motion was made by Councilmember Fithian, 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 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 ARB and Planning Commission and appointment or promotion of particular Town officers or employees namely Town Sergeant/Chief of Police. Also, Virginia Code Section 2.2-3711 (A) (7) consultation with legal counsel for the pending case of Kiely vs. Houghton, and another matter requiring advice of counsel, specifically the Miller Brothers claim. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:36 p.m.

The Council came out of closed session at 8:37 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 Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

8F. Request to Appoint Members to Boards and Commissions

It was moved to appoint Kelly Davis to the Architectural Review Board, effective May 2, 2017. It was moved to appoint Elliott Perkins and Ryan Somma to the Planning Commission, effective May 2, 2017.

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

It was moved to direct the Town Attorney and staff to proceed in regards to a personnel matter as discussed during the Closed Session.

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

10. Adjournment

The meeting was adjourned at 8:38 p.m.

Christopher Coon
Town Clerk

DRAFT



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 16, 2017
7:00 p.m.

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

Staff: Christopher Coon, Town Clerk; Carla Rodriguez, Town Treasurer; Bruce Reese, Town Engineer;

1. Call to Order

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

2. Regular Items

A. ARB Revised Guidelines

Brenda Seefeldt, ARB Chairman, stated that slight updates were made to the Exterior Elevation Design Guidelines. She also indicated that the Merchant Design Guidelines had been updated to maintain consistency with the new sign ordinance, which were updated to be in compliance with a U.S. Supreme Court ruling, regarding how local governments view signs. She encouraged Council to put focus on more enforcement of the ARB guidelines.

Councilmember McGuire inquired if the Town Attorney, Martin Crim, was part of the process. Ms. Seefeldt stated that he was and approved after review.

Mayor Quist stated that she would like the color palette to be updated along with the guidelines. Ms. Seefeldt stated there was an issue with finding historic color palettes that were not a specific brand.

B. Zoning and Subdivision Draft

Bruce Reese stated that a Public Meeting was held, during which comments were taken by citizens. He stated that the document provided is mostly formatting changes and comments would be needed relatively soon to maintain the proposed August adoption date.

Mayor Quist indicated she had some questions and comments to send. She stated that even though it was referenced in the chapter there was no definition for R-4. She also stated there was no definition for mixed-use overlay, which was used on the future land use map.

Councilmember Fithian inquired about Chapter 54-1 Article 3 Compliance of Chapter. Mr. Reese indicated a subdivision plat must be approved as long as it

meets the code requirements. He stated that if Council did however deny a subdivision plat then that property owner could appeal to the Circuit Court. Councilmember Dawson inquired about the number of flags allowed to be on each property. He wanted clarification on the number of flags permitted and what could be done to revise that section.

Mayor Quist requested that members send their questions and comments to her and she would compile them to send to Burns and McDonnell.

C. Kayak Ramp Advertising Discussion

Mr. Reese indicated that the Town received a single bid that was not adequate to proceed. This project has time of year restrictions which begin February 15 and end July 1 every year. He suggested we advertise in June to allow for enough time to have the Town receive bids, have Council vote on a contractor, and have the contractor complete the work by February 15, 2018.

Councilmember Fithian inquired if 45 days would be a reasonable amount of time. Mr. Reese stated that 45 days should be plenty of time. Councilmember McGuire inquired if the Town would be able to give the contractor an open date for then they start work but, require a completion date with penalties associated if work has not been completed. Mr. Reese stated that is something that could be done.

Councilmember Fithian inquired why we couldn't re-advertise immediately. Mr. Reese stated that there are several comments that are required to be added to our Request for Bid before it may be re-advertised. He said that he will be able to re-advertise after he adds those new comments to the first Request for Bid.

D. 3rd Quarter Financial Report - FY17

Mayor Quist reported that the Town's net income and cash available are similar to the previous year. She stated that this is also with an increase in the number of capital projects. She also noted that there are still funds being received and expended on River Mill Park. The profit and loss statement shows Meals Tax is trending about \$30,000 above budget and compared to the same time the previous year. She also noted that public safety fines are over budget because of increased enforcement. The services revenue for engineering relates to River Mill Park. Finally, she noted that there was \$18,498 of revenue from insurance and grant money for the "LOVE" sign. She stated that net income is trending close to the budget and everything else is on track.

3. Adjournment

The meeting was adjourned at 7:47 p.m.

Christopher Coon
Town Clerk

DRAFT



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J. Matthew Dawson
Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

TOWN ENGINEER
Bruce A. Reese, P.E., L.S.

Town Engineer's Report Town Council Meeting - June 6, 2017

Kayak/Canoe Launch - update from last report

Invitation for Bid (IFB) 2.0 to be advertised in early June, 2017, allowing 45 days for response, or about mid-July, 2017. Tentatively to Town Council 8/1/17, with construction completed, due to "time of year" restriction for anadromous fish in Occoquan River, by 2/15/18.

Tanyard Hill property - no change from last report

Proffer Condition Amendment (PCA) required for any work on site or to add signage. Working with Prince William County Planning staff to establish process and time frames. On schedule to have updated rezoning package, including new proffers, GDP, application, Comprehensive Plan Amendment, narrative, etc. in summer 2017.

Vistas at Occoquan - update from last report

Bond release process started by D. R. Horton. As-builts approved by Town Council in May 2017. Awaiting developer to complete punch list items for full bond release. Request for certification on stormwater management facilities.

Occoquan Heights Landscape Maintenance Bond Release - no change from last report

Request for landscape bond release submitted by HOA. Inspection conducted with minor replantings required. On-going process.

Gaslight Landing Maintenance Bond Release - update from last report

Inspected property in April and recommended release of landscape maintenance bond - see staff report dated 4/26/17.

Rivertown Project - no change from last report

New owner continues to accomplish tasks as needed to have project re-started. On-going process.

VDOT Revenue Sharing and Grant Funding - no change from last report

Met with VDOT representatives on 1/5/17 to discuss options for various funding programs through VDOT (Smart Scale, Revenue Sharing, Highway Safety Improvement Program, Bike-Ped Safety, Transportation Alternatives Set-Aside, Federal Lands Access Programs). Options for improving cross walks proposed. Trail options can be considered.

River Mill Park - no change from last report

Update by The Engineering Groupe.

Kiely Court Project - update from last report

Owner continues to accomplish tasks as needed to have project started. On-going process which includes resolution of sanitary sewer lateral and posting bonds for plat release.

Update of Zoning Ordinance and Subdivision Ordinance - update from last report

Community outreach meeting held on April 20, 2017. Update continues through consultant Burns & McDonnell.

-END-



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Patrick A. Sivigny, Vice Mayor
Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

BUILDING OFFICIAL
Joseph E. Barbeau, Jr.

MAY 2017 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

PERMITS ISSUED

5/10/2017, 258 Gaslight Landing, Permits granted to switch laundry room and half bath, building, electrical, and plumbing.

5/10/2017, 416 Mill St, Permit granted to repair roof and roof deck.

5/15/2017, 106 Vista Knoll Drive, Permit granted to build deck.

CERTIFICATES OF OCCUPANCY ISSUED

No certificates of occupancy were issued during this month.

INSPECTIONS

Date	Activity
	No Inspections were conducted this month

DOCUMENT REVIEW

No documents are currently under review.

ACTIONS

No actions are underway at this time.

RECOMMENDATIONS

There are no recommendations for the Council at this time.

OTHER

Various questions from constituents have been received and answered by this department.

End of Report, submitted on 5/25/2017.



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Town Manager's Report *Prepared by Town Clerk- Chris Coon* **Town Council Meeting - June 6, 2017**

Mamie Davis Damage and Repairs

Replacement sod was installed after repairs to the irrigation system were completed, which were damaged during repair work associated with the truck accident in January. Repair work has been completed.

Roofing Refund

As noted during the June Town Council meeting, the Town has been requiring permits for reroofing work; however, it has been noted that per the building code, permits are not required for roofing work on single family homes. The Town has reached an agreement with the building official contractor, Total Construction Solutions, for the reimbursement of funds to those individuals that applied for and received Building Permits for reroofing work. A letter regarding the issue has been sent to those affected and includes instructions on how to obtain reimbursement for the permit fees.

River Mill Park Trail Repairs

Prince William County has completed paving the trail inside River Mill Park.

River Mill Park

The Town purchased and installed a dehumidifier as recommended by The Engineering Groupe and Miller Brothers to address the mold issue in the basement of River Mill Park bathhouse that was identified last year. A walkthrough of the bathhouse was held on June 1, 2017, and several issues were noted that will be presented to the Phase I contractor, Miller Brothers, Inc.

The Summer Concert Series will be held July through September on the first Fridays and third Saturdays of each month. The event calendar will be posted on the Town's website.

LOVE Sign Damage

The LOVE Sign in River Mill Park was damaged on Saturday, March 25, 2017. Staff is working to repair the sign. The police investigate could not identify a suspect with sufficient evidence of who damaged the sign.

Recodification Update

The Council input regarding the update to the zoning and subdivision ordinances was given to Burn & McDonnell. There will be a Public Hearing on the Zoning and Subdivision Ordinance on July 18, 2017.

Poplar Alley Repaving

Poplar Alley, from Ellicott to Washington Streets was repaved, including rehabilitation of the speed bumps located between Union and Washington Streets.

-END-



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TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - June 6, 2017

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Financial Audit	Draft Presented	FYE 2016	Council Adopted - April 4, 2017
Meals Tax Audit	Pending (2)	None	Waiting for documentation
BPOL Audit		2012 License Year	Research similar locality process

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	7	5/23/17	Received payment (pending audit)

Business License Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
13 Magickal Moons	1	2/13/17	Final Notice Sent, Follow Up Underway
Excellence Home Health Services	1	2/13/17	Final Notice Sent, Follow Up Underway
Fathom Realty	1	2/13/17	Final Notice Sent, Follow Up Underway
Red Art and Design	1	2/13/17	Final Notice Sent, Follow Up Underway
Tai Chi Jab	1	2/13/17	Final Notice Sent, Follow Up Underway
Ervin Engineering	1	2/13/17	Application filed; no payment

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Fore, Ernest J	3	\$454.32	12/28/16	Not Compliant
Houghton, Lance	2	\$160.08	12/28/16	Not Compliant
Selecman, James	4	\$296.52	10/4/16	Not Compliant

Other Items of Note

None.



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 Kirstyn Barr Jovanovich

**INTERIM CHIEF OF POLICE/
 TOWN SERGEANT**
 Adam C. Linn

Occoquan Police Department

Monthly Town Council Report June 6, 2017

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

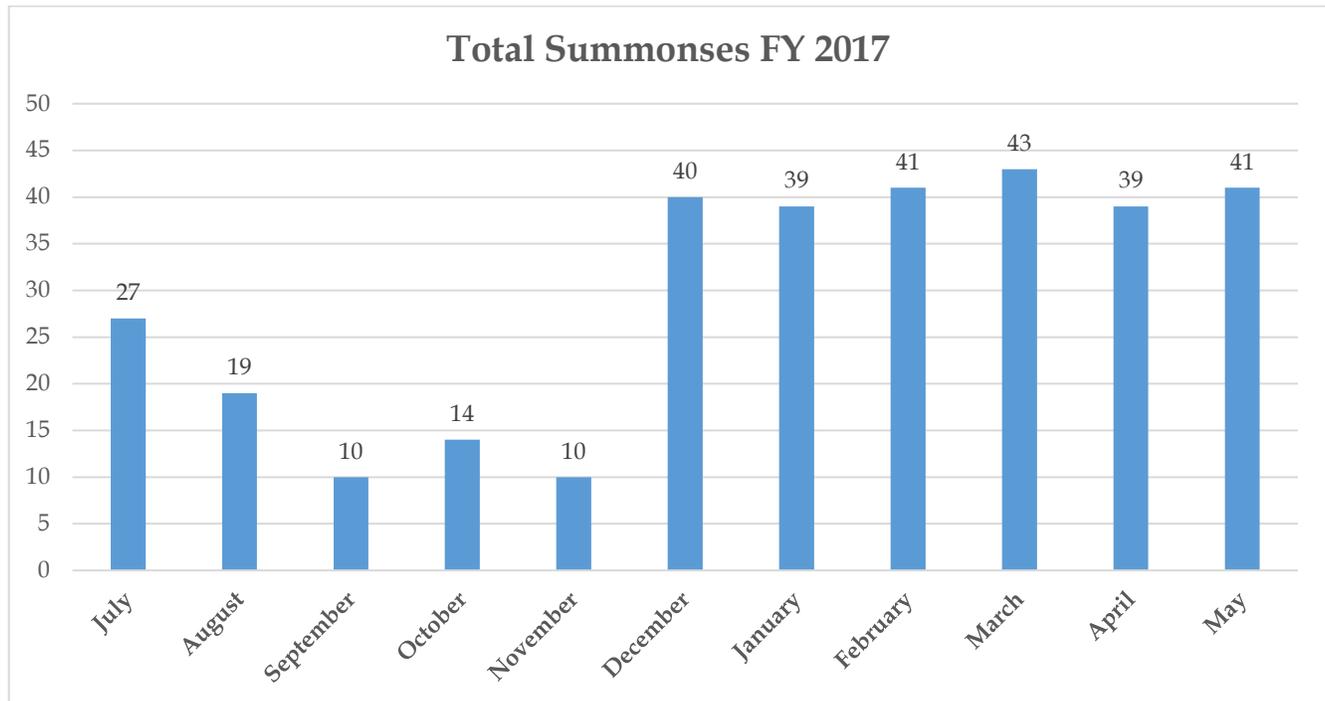
Significant Incidents

Nature	Date	Location	Details
Animal Complaint	4/26/2017	Town	Received a complaint of a dog running loose on East Locust. Found the dog on Washington St. and Occoquan Heights. Returned dog to its home and spoke with the Owner.
Theft Complaint	4/26/2017	Town	A business on Union St. reported the overnight theft of some merchandise.
Auto Accident	4/26/2017	Town	Dispatched to a 2 car property damage only accident on Mill St. and Union St. Provided assistance and exchange of information.
Abandoned Car	4/30/2017	Town	Dispatched to E. Colonial Dr for complaint of a stolen or abandoned vehicle. Determined vehicle was not stolen and spoke with complainant about options to address the vehicle.
Suspicious Person	5/3/2017	Town	Received a complaint of a suspicious person at Poplar Alley.

			Responded with PWCPD. Investigated and identified the suspicious person.
Court	5/4/2017	Manassas	Attended General District Court
Qualifications	5/6/2017	Stafford	Instructed and qualified firearm qualifications for Occoquan, Quantico and Dumfries PD officers.
Injury	5/8/2017	Town	Observed an elderly person fall on sidewalk and suffer injuries. Contacted Rescue who provided treatment.
Trespassing Complaint	5/8/2017	Town	Dispatched to 458 Mill St. for trespassers on Fairfax Water Property. Observed two people on the Fairfax County side of the river. Spoke with the two persons and advised them of a location the onsite Fairfax Water representative said was acceptable for them to fish.
Graffiti / Vandalism	5/8/2017	Town	Received complaint of graffiti (words written in marker) to a house on Center Ln. Investigated and filed report.
Found Property	5/10/2017	Town	Dispatched to Mill St for a found purse and cellphone. Was able identify and contact owner and return the property.
Traffic Complaint	5/12/2017	Town	Received a complaint of a tractor trailer stuck on Commerce St. I assisted the driver safely navigate out of Town.
Traffic Complaint	5/12/2017	Town	Received a reckless driving complaint of a vehicle driving the wrong way off Union St. onto Ellicott St. creating an incident with another vehicle. The incident is under investigation.
Service Call	5/14/2017	Town/County Line	Received a complaint that a tree had fallen on Tanyardhill Road near the Town line. Contacted PWCPD and PWCFD (OWL) to assist with a chainsaw to remove the tree from the roadway.
Accident	5/14/2017	Town	Dispatched to Commerce St. and Washington St. for a 2 car accident.

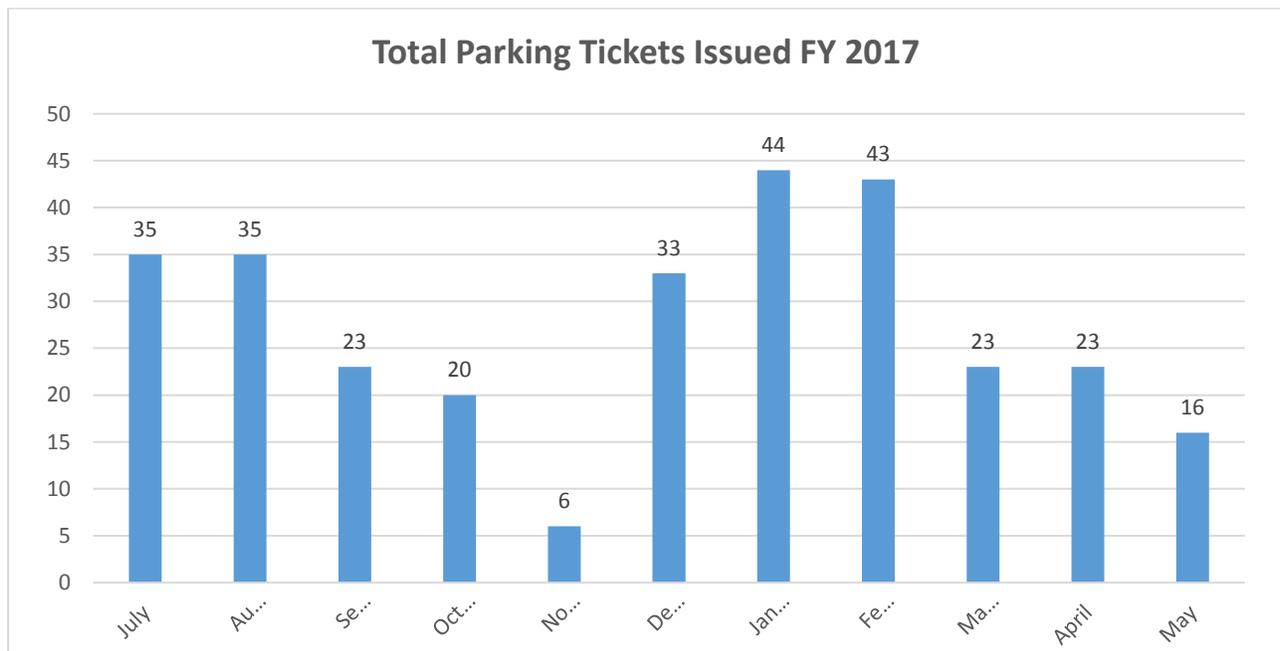
			Minor damage to vehicles – drivers where provided exchange of information and advised.
Felony Warrant Service	5/15/2017	Town	Assisted PWCPD with a felony warrant service at a business on Mill St.
Alarm Call	5/15/2017	Town	Dispatched to a residential alarm on Vista Knolls Ct. Responded to residence and found it to be secured and no appearance of anyone inside.
Rescue Call	5/17/2017	Town	Responded with Fire/Rescue to a boat behind Gaslight Landing Court for a person who had fallen and injured his hip.
Disorderly Disturbance	5/18/2017	Town	Was called to 125 Mill St. for a person disrupting a business and acting crazy. The person had left the business but was identified on the 300 block of Mill St.
Suspicious Situation	5/19/2017	Town	Flagged down by a citizen that reported a homeless looking man went under the foot bridge with a bag but never came out after 30 minutes. Investigated but did not locate anyone.
Trespassing	5/19/2017	Town	Observed 2 individuals fishing from the Protected Historic Area behind 413 Mill St. Identified the 2 individuals, checked fishing licenses and then removed them from protected area.
Motorist Assist	5/22/2017	Town	Assisted motorist with a vehicle that had stalled on the bridge. Able to get it running and off the bridge to the Shell Station on Gordon Blvd.
Endangered Missing Person	5/25/2017	Town	Received a complaint of a town resident who was a missing endangered person. Investigated and spoke with PWCPD. Person was located and found safe.
Reckless Driving	5/26/2017	Town	Received several complaints of vehicles going the wrong way on Mill St. Stopped 3 vehicles for traveling the wrong way.

Traffic Summonses FYTD (GRAPH) ¹



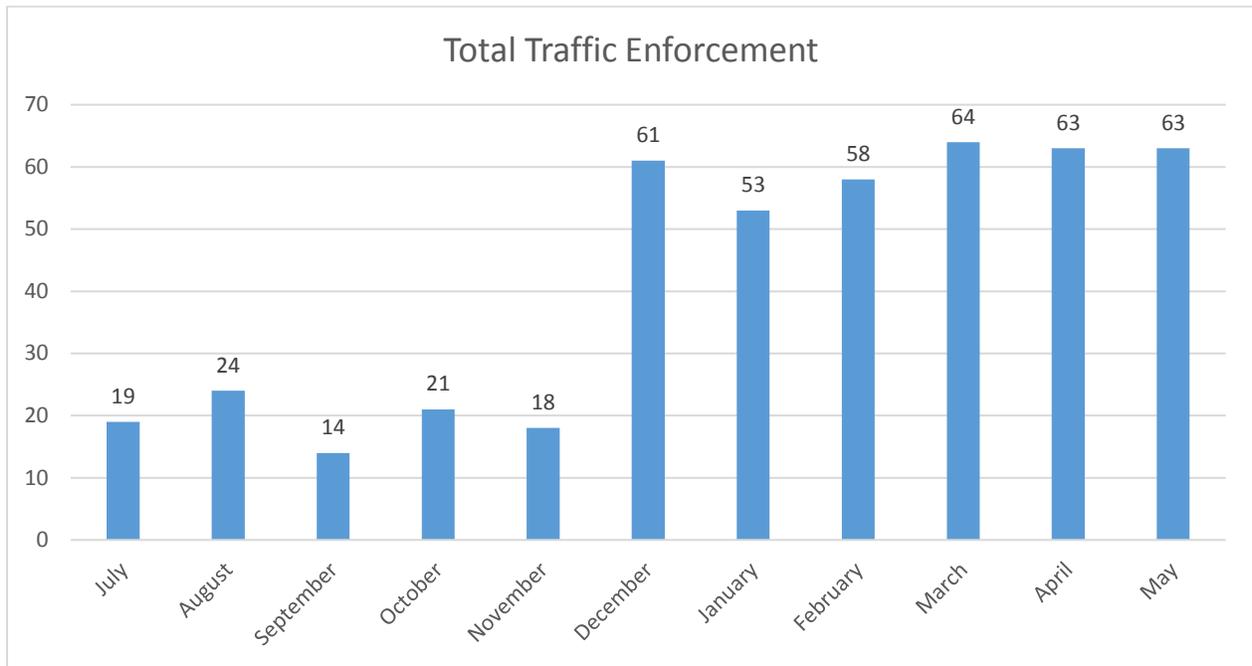
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



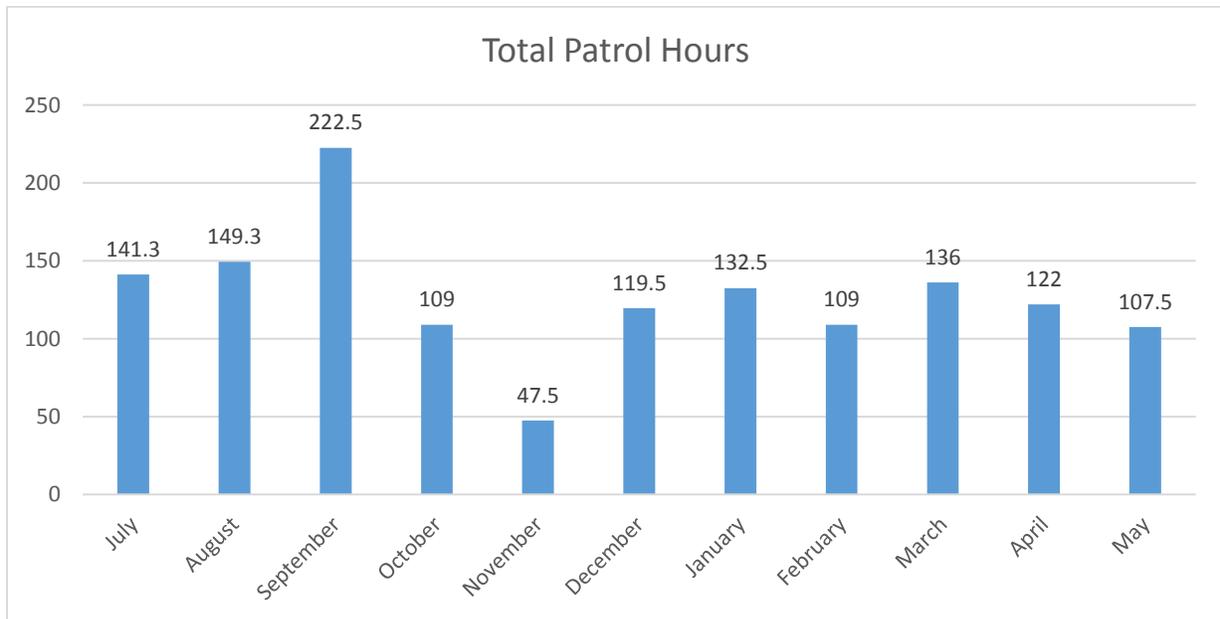
²Goal 2

Traffic Enforcement FYTD (GRAPH)³

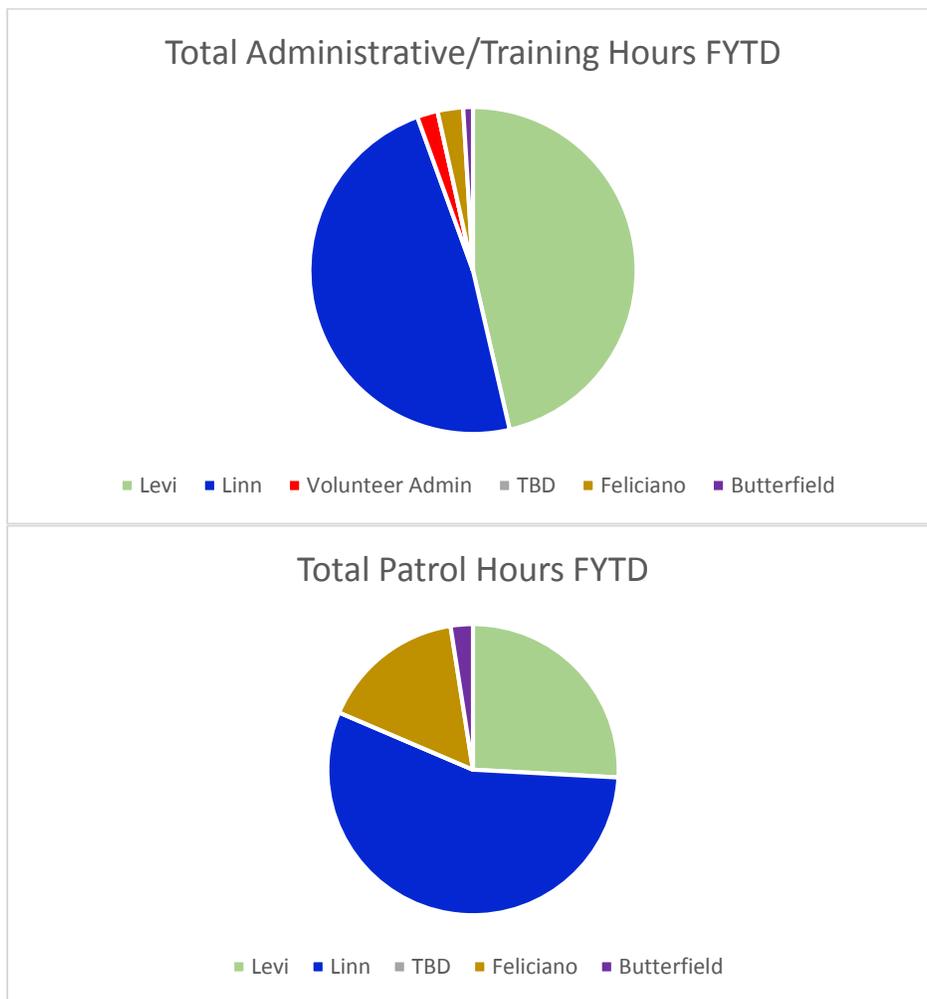


³Goal 2

Patrol Hours FYTD (GRAPH)⁴



⁴Goals 1, 2, 3



Community Relations

Assisted with Keep Prince William Beautiful (KPWB) 5k run in Town. Communicated with PWCPD to discuss upcoming events in Town. Meet with people fishing along the river and confirmed they were fishing legally. Spoke with business owners and residents about different concerns in Town.

Engage in foot and vehicle patrols in Town, as well as stop sign and speed compliance details.

Current Initiatives

Spoke with PWC on redoing traffic survey on Washington St.¹ Updated General Orders; reviewed specific General Orders with Town Attorney; currently reviewing General Orders with VML to finalize Department’s General Orders.²

¹Goal 2

²Goal 5



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: June 6, 2017
8 A: Request to Consider Extension of Building Period and Remove Contingency for Kiely Court Project	

Explanation and Summary:

Chris Kiely, owner of 430 Mill Street (Kiely Court Project), has requested Council action to extend the allowable building period for the project for the full five years. In the enclosed request, Mr. Kiely states that the five-year building window has been negatively impacted due to the continuing work to resolve the sewer lateral issue on the property. The Kiely Court final site plan was approved by Town Council on May 5, 2015 and the final subdivision plat was conditionally approved by Town Council on December 1, 2015. The Council previously saw this item at the December 6, 2016 Regular Meeting. At that meeting it was moved to postpone making a decision until litigation involving the owner of 430 Mill Street was resolved in May of 2017.

Engineer's Recommendation: Concur with Town Manager

Subdivision Agent's Recommendation: Recommend approval in that the plat complies with the general requirements and minimum standards of design in accordance with Chapter 54 of the Town Code.

Town Attorney's Recommendation: Concur with Town Manager; in deciding whether to grant an extension, council is required to take into consideration the size and phasing of the proposed development, and the laws, ordinances and regulations in effect at the time of the request for an extension. Note that if the court does not enter the order within 60 days for any reason, this matter will need to come back to council for further action.

Town Manager's Recommendation: As a policy decision, the Town Council has the authority to either approve or deny the extension request at this time.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

To approve the extension: Pursuant to Virginia Code § 15.2-2261 B.1., I move that the Town Council extend the approval of the Kiely Court subdivision plat and site plan for a

period of five years effective upon entry of the Circuit Court order dismissing the case of Kiely v. Houghton, and to remove the contingency on the approval of the Kiely Court subdivision effective as of the entry of that Court Order, if such order is entered within 60 days of today's date.

To deny the extension at this time: I move to deny the request to extend the Kiely Court subdivision plat and site plan, given the facts that this is a two-parcel subdivision, there have been no changes to the law that would affect the development, and that such plat and plan remain valid for almost three years after today's date.

OR

Other action Council deems appropriate.

Attachments: (1) Kiely Request for Extension

To Occoquan Town Council
314 Mill Street
PO Box 195
Occoquan, Virginia 22125

18 November 2016

From: Chris Kiely
Re 430 Mill st
Occoquan VA 22125

Request to restore lost building window time:

Issue:

5 year building window.

Problem:

The Town's improper permit denial has consequently reduced my lawful building window.

Discussion:

I submitted a by-right permit request to cut and cap my privately owned sewer lateral on my property in December 2015. The Town of Occoquan improperly denied that permit. The State of Virginia has recognized my right to cut and cap my sewer lateral. My building plans are approved for a 5 year window. The denial of a by-right action by the Town has consequently reduced my building window. In order to restore my lawful building window I ask the town to extend that window 5 years starting the day my permit is issued.

Requested Resolution:

The Kiely Court plans are extended 5 years beginning when the cut and cap permit is approved.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: June 6, 2017
8 B: Request to Approve Gaslight Landing Maintenance Bond Release Request	

Explanation and Summary:

The Gaslight Landing project has been completed with their site sureties released in August 2015. A Landscape Maintenance surety was posted to assure any required plantings survived for at least one year. A recent inspection of the landscaping was conducted, with the conclusion all required landscaping is alive and apparently healthy.

Maintenance Bond Surety

One-Year Maintenance Bond, \$446

Engineer's Recommendation: Recommend approval of the request and release of the landscape maintenance surety.

Town Attorney's Recommendation: Concur with Engineer's recommendation.

Town Manager's Recommendation: Concur with Engineer's recommendation.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve Gaslight Landing Maintenance Bond Release Request."

AND

"I move to approve the release of \$446, the Gaslight Landing Maintenance Bond on installed landscaping as surety with the Town of Occoquan, and open public access to the boardwalk."

OR

Other action Council deems appropriate.

Attachments: (1) Gaslight Landing Bond Release Request - Staff Report



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (703) 491-4962 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Elizabeth A. C. Quist, Mayor
Patrick A. Sivigny, Vice Mayor
Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

STAFF REPORT

TOWN OF OCCOQUAN

APPLICANT: Gaslight Landing, LLC

PREPARED BY: Bruce A. Reese, PE, LS

DATE: APRIL 26, 2017

PART I

A. EXECUTIVE SUMMARY

The Gaslight Landing project has been completed with their site sureties released in August 2015. A Landscape Maintenance surety was posted to assure any required plantings survived for at least one year. A recent inspection of the landscaping was conducted, with the conclusion all required landscaping is alive and apparently healthy.

B. DESCRIPTION OF PETITION

The Applicant requests release of the currently posted landscape sureties of \$446.

C. APPLICABLE REGULATIONS

1. Sec. 54-169 (j) (1) a. Performance Bond
2. Sec. 54-169 (j) (2) Maintenance Bond

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. LOT AREA - 1.1 acres
2. LOCATION - Corner of Washington and Mill Streets
3. BUILDINGS/STRUCTURES - Townhouse condominiums
4. ACCESS - Mill Street
5. AS-BUILT STATUS – Approved

6. SURETY STATUS – Site, erosion, and landscape sureties released previously. Only the landscape maintenance surety remains held by the Town

PART III

STAFF CONCLUSIONS

Staff has reviewed the approved plans and inspected the site for conformance to those plans. Landscaping has been placed in general accordance with the approved site plan (either exceeding the approved plan plant count or with a generally accepted plant substitution). That landscaping was recently inspected and found to be living and apparently healthy.

I recommend the landscape maintenance surety be released.

PREPARED BY: Bruce A. Reese, PE, LS, Town Engineer
DATE PREPARED: April 26, 2017



CC: File
Kirstyn Jovanovich, Town Manager, Town of Occoquan



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: June 6, 2017
8C: Request to Approve Bond Release Request and a One-Year Maintenance Agreement for Vistas at Occoquan	

Explanation and Summary:

D.R. Horton, INC. has requested that the Town release the bonds associated with the Occoquan Heights Development. Currently, the Town holds a combined landscape/subdivision, performance and site and erosion control bonds in the amount of \$314,989.60. The as-built drawings were approved by Town Council in May of this year.

D.R. Horton has provided a one-year Maintenance Agreement and submitted a cash bond in the amount of \$4,974.50 to Town Hall. The Maintenance Agreement requires a bond to be posted that is 10% of the originally approved landscape bond of \$49,745.00

After staff on-site review, the remaining issue to be addressed: Details to be provided at meeting.

Outstanding Project Sureties	Maintenance Bond Surety - To Be Posted
Site and E&S Bond, \$111,252.50	One-Year Maintenance Bond, \$4,974.50
Performance Bond, 153,992.10	
Landscape/Subdivision Bond, 49,745.00	

Engineer’s Recommendation: Recommendation to be provided at meeting.

Town Attorney’s Recommendation: Concur with Engineer’s recommendation.

Town Manager’s Recommendation: Concur with Engineer’s recommendation.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:

“I move to approve the release of the Vistas at Occoquan landscape/subdivision, performance and site and erosion control bonds in the amount of \$314,989.60, contingent upon completing a one-year Maintenance Agreement on installed landscaping and posting a \$4,974.50 surety with the Town of Occoquan, and ensuring adequate ground cover is established in any areas impacted as a result of erosion from the property.”

OR

Other action Council deems appropriate.

Attachments: (3) Vistas at Occoquan – Approved As-Built Drawings
 Vistas at Occoquan – Maintenance Agreement
 *Vistas at Occoquan - Staff Report (Provided at Meeting)

Town of Occoquan
Virginia
MAY 17 2017
RECEIVED



May 1, 2017

Ms. Liz Quest, Mayor
Town Of Occoquan
314 Mill Street
P.O. Box 195
Occoquan, VA 22125

RE: Vista's at Occoquan – DR Horton – Bond Release Request

Dear Ms. Quest,

The purpose of this letter, along with the enclosed \$200 fee check, is to formally request the release of all bonds posted by DR Horton for their project, Vista's at Occoquan. Below are the specific bonds DR Horton has tied to this project:

Type	Bond Number (& Co.)	Amount
Performance Bond	259265 (IFIC)	\$153,992.10
Landscape/Subdivision Bond	259266 (IFIC)	\$49,745.00
Erosion & Siltation Bond	TFTS-926478 (JPMorgan Chase)	\$111,252.50

It is my understanding that DR Horton will need to submit a Maintenance Agreement and bond for items requiring a 1 year maintenance period; these documents can be submitted when the Town confirms the reduced amount of the applicable bonds. If you need anything additional to process this release request, please feel free to call me at (703) 895-5708, or email me at Rachel@helpcomm.com.

Thank you for your time!

Sincerely,

Rachel Lowman
Bond Release Coordinator
Helpcomm, Inc.

8760 Virginia Meadows Drive Manassas, VA 20109 Phone 703.334.5495 Fax 703.334.5499

Maintenance Bond No.: 415406
 Page 1 of 4

Town of Occoquan
 Virginia
 MAY 12 2017
 RECEIVED

TOWN OF OCCOQUAN
 314 Mill Street, P. O. Box 195, Occoquan, Virginia 22125
 703-491-1918 • 703-491-4962 (Fax)



CASH BOND
 (for follow-on Maintenance Agreement)

OBLIGOR Legal name(s)	D.R. Horton, Inc. (hereinafter called "Obligor")			
OBLIGEE	<u>Town of Occoquan</u> (hereinafter called "Obligee" or "Town")			
APPROVED PLAN NAME	Vistas at Occoquan (hereinafter called "Approved Plan")			
PLAN NUMBER	8393-64-3014-R00-S04			
AGREEMENT DATE (Maintenance Agreement Date)	_____			
PERFORMANCE DATE (Maintenance Agreement Expiration Date)	_____			
AMOUNT OF CASH BOND	(In U.S. Dollars)			
	Million(s)	Thousand(s)	Dollar(s)	Cents
		4	974	50

WHEREAS, Obligor previously executed a Performance Agreement with the Town (check **ONLY ONE** per form) for:

- SITE/SUBDIVISION IMPROVEMENTS
- EROSION AND SEDIMENT CONTROL
- LANDSCAPING
- STORM WATER MANAGEMENT
- LAND-DISTURBING ACTIVITY EXCEEDING AN AREA OF 2,500 SF AND LESS THAN 1 ACRE (INCLUDING SINGLE-FAMILY RESIDENCES)

requiring installation of all facilities and improvements shown on the Approved Plan and;

WHEREAS, Obligor desires to post a bond, in cash, to secure performance of the terms and conditions of a follow-on Maintenance Agreement; and

WHEREAS, the Performance Bond is being released contemporaneously with execution of this Cash Bond and the follow-on Maintenance Agreement of even date with this Cash Bond;

NOW, THEREFORE, Obligor and the Town as Obligee, hereby agree as follows:

1. The Town acknowledges receipt of the cash bond amount of Four-Thousand, Nine Hundred-Seventy Four Dollars & 50/100 (\$ 4,974.50), to be invested, held and applied in accordance with the terms of this Cash Bond.

2. Obligor is held and firmly bound to the Town in the sum written above in lawful money of the United States of America, and deposits said cash as security for Obligor's performance of the Maintenance Agreement identified above. Whereof Obligor binds itself, heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by this Cash Bond.

3. Town shall deposit said sum in an interest-bearing account in an institution insured by FDIC or FSLIC for the term of the Maintenance Agreement and any approved extensions thereof, provided that the principal sum may be reduced and refunded to Obligor in accordance with state law.

4. If the Obligor defaults in the performance of all or any part of the obligations of the Maintenance Agreement, the Town's designated agent for performance agreement compliance ("Designated Agent") shall give written notice of same to Obligor, specifying the items of breach. Notice expressly given under this paragraph shall terminate whatever rights Obligor may have to perform further work under the Maintenance Agreement.

5. In the event of default by the Obligor as defined in paragraph 1 of the Maintenance Agreement of even date with this Cash Bond, the Town shall apply the Cash Bond and any accrued interest to completion of work required by the Maintenance Agreement. Any funds remaining after completion shall be returned to Obligor in accordance with state law. If the Cash Bond funds are not sufficient to complete the work, the Town may recover the deficiency from the Obligor.

6. Any notice required hereunder shall be deemed effective if given by registered mail, return receipt requested, to Obligor in the name and at the address given below. Any notice to the Town shall be so given to **Town of Occoquan, Attn: Town Clerk, 314 Mill Street, P. O. Box 195, Occoquan, Virginia 22125**, or subsequent address, notice of which is given as provided herein.

**NO FURTHER TEXT ON THIS PAGE
SIGNATURE PAGES FOLLOW**

IN WITNESS of which the parties have signed and sealed this Cash Bond.

This Cash Bond shall be signed by an authorized individual(s) with legal authority to bind the organization signed for, such as Partners of a Partnership or Joint Venture, President or Vice President of a Corporation and Member or Manager of a Limited Liability Company. For any person signing in a representative capacity (e.g., an attorney-in-fact), notarized evidence of authority must be furnished.

OBLIGOR

Type of Organization: (e.g., Corporation, Partnership, Limited Liability Company, etc.) Corporation
State of Incorporation: Delaware
Legal Name: DR Horton, Inc.
Address: 1356 Beverly Road, Suite 300 McLean, Virginia 22101
By:  **Its:** Vice President
Print Name: Patrick J. Williams **Telephone No.:** 1 (571) 723-0838
Obligor's E-Mail: LEWorthington@drhorton.com

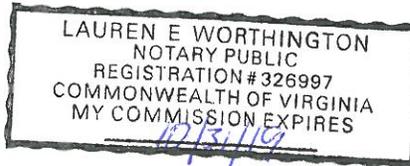
ACKNOWLEDGMENT OF OBLIGOR

STATE OF Virginia
COUNTY OF Fairfax : to wit:

The foregoing instrument was acknowledged before me this 10th day of May
20 17 , by Patrick J. Williams
(Name of Person Signing Above)

 My Commission expires: 10/31/19
Notary Public

Notary I.D. Number: 326997



OBLIGEE

Town of Occoquan

By: _____ Its: _____
Signature *Title*

ACKNOWLEDGMENT OF OBLIGEE

STATE OF _____

COUNTY OF _____ : to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by

(Name of Person Signing Above)

Notary Public My Commission expires: _____

Notary I.D. Number: _____

APPROVED AS TO FORM
TOWN ATTORNEY



Town of Occoquan
Virginia
MAY 12 2017
RECEIVED

Maintenance Bond No.: 415406

TOWN OF OCCOQUAN
MAINTENANCE AGREEMENT
[Use With Applicable Maintenance Bond Form]

THIS AGREEMENT, made this _____ day of _____, 20¹⁷, by and between D.R. Horton, Inc., a Delaware corporation hereinafter called DEVELOPER, and the Town of Occoquan, hereinafter called TOWN.

WITNESSETH:

WHEREAS, in consideration of the Town's approval of Developer's subdivision plat, site plan or construction plan for a project known as Vistas At Occoquan, having Plan Number 8393-64-3014-R00-S04 (the "**Approved Plan**"), Developer, pursuant to the following Performance Agreement, agreed to install and maintain certain improvements as required by Policies and Ordinances of the Town:

Landscape Agreement [Performance Agreement Name]
259266 [Performance Agreement Bond No.]

WHEREAS, pursuant to the aforesaid Performance Agreement, Developer further agreed to provide a subsequent maintenance bond (if required by the Town), upon release of the bond securing such Performance Agreement; and

WHEREAS, the Town has determined that a subsequent maintenance bond is required to ensure the continued maintenance of the improvements installed pursuant to the Performance Agreement identified above; and

WHEREAS, the Town has determined the cost of said maintenance to be \$ 4,974.50;

NOW, THEREFORE, for and in consideration of the foregoing premises and the following terms and conditions, and in further consideration of the release of the bond securing the Performance Agreement identified hereinabove, such performance bond to be released contemporaneously with the execution of this Maintenance Agreement and a Maintenance Bond in the form of [check ONE (must be Cash Bond if this Maintenance Agreement is a follow-on to a Landscaping Performance Agreement)]:

- Cash Bond
- Surety Bond
- Letter of Credit

Developer, its heirs, personal representatives, assigns or other successors in interest, agrees to maintain all the improvements and facilities shown on the Approved Plan for a period of 12 months from the date hereof and the parties further agree as follows:

1. Developer shall properly maintain the improvements provided for on the Approved Plan, or any revision thereof. Default shall be deemed to have occurred on the part of Developer if Developer fails to maintain the improvements, or if the Town determines that such improvements are not installed, have been removed, or are otherwise in need of maintenance, repair or re-installation; or if required landscaping has died or is in distress; or if, in the judgment of the Town, the Developer has (a) abandoned the performance of its obligations under the Maintenance Agreement; or (b) renounced or repudiated its obligations under the Maintenance Agreement; or (c) clearly demonstrated through insolvency, or otherwise, that its obligations under the Maintenance Agreement cannot be fulfilled. If Developer defaults, the Town shall give written notice of same to Developer, specifying

the items of breach. Notice so given shall terminate whatever rights Developer may have to perform further work under this Maintenance Agreement and the Town shall have the right to enter upon the property and install, repair or maintain such improvements or do such other work as may be necessary.

2. If the Town performs work of any nature, including administrative costs, labor, use of equipment, and materials, under the provisions of paragraph 1 above, the Town can draw from the Maintenance Bond such sum or sums as may be supported by invoice attached to such demand. If the bond funds are not sufficient to cover such costs, the Town may recover the deficiency from the Developer.
3. If the Town must undertake collection efforts under this Maintenance Agreement, Developer shall be liable for all costs of collection, including a reasonable attorney's fee, administrative costs, and expert witness fees.
4. It is expressly agreed by all parties hereto that it is the purpose and intent of this Maintenance Agreement to ensure the good condition and proper maintenance of improvements provided for on the Approved Plan or revisions thereof.
5. In any action or proceeding initiated in connection with this Maintenance Agreement or any bond securing it, venue shall be the County of Prince William, Commonwealth of Virginia.
6. If any provision of this Maintenance Agreement is determined to be void or unenforceable by a court of competent jurisdiction, all other provisions herein shall remain effective.

**NO FURTHER TEXT ON THIS PAGE
SIGNATURE PAGES FOLLOW**

IN WITNESS of which the parties have signed and sealed this Agreement.

DEVELOPER

This document shall be signed by an authorized person(s). Individuals who have the authority to bind an organization are Partners of a Partnership or Joint Venture, President or Vice President of a Corporation and Member or Manager of a Limited Liability Company. For any person signing in a representative capacity (e.g., an attorney-in-fact), notarized evidence of authority must be furnished.

Type of Organization: (e.g., Corporation, Partnership, Limited Liability Company, etc.) Corporation (SEAL)

Legal Name: D.R. Horton, Inc.

Address: 1356 Beverly Road, Suite 300

BY  its Vice President
Signature Title

Print Name: Patrick J. Williams Telephone No.: (571) 723-0838

Principal's Email Address: LEWorthington@drhorton.com

ACKNOWLEDGEMENT OF DEVELOPER

STATE OF Virginia :

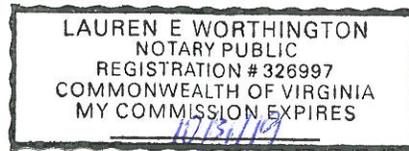
COUNTY OF Fairfax : to wit:

The foregoing instrument was acknowledged before me this 10th day of May,
20 17, by Patrick J. Williams
(Name of Person Signing Above)


Notary Public

My Commission Expires: 10/31/19

Notary I.D. Number: 326997



Maintenance Bond No.: 415406

TOWN OF OCCOQUAN, VIRGINIA

By: _____ Its: _____
(Signature) *(Title)*

STATE OF _____

COUNTY OF _____ to wit: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

(Name of person signing above.)

Notary Public

My Commission expires: _____ Notary I.D. Number: _____

APPROVED AS TO FORM
TOWN ATTORNEY



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: June 6, 2017
8D: Request to Approve FY 2018 Refuse Collection Contract	

Explanation and Summary:

This is a request to approve the FY 2018 Refuse Collection contract effective through June 30, 2018. Currently, the Town utilizes Bates Trucking and Trash Company, Inc. for weekly refuse, recycling, bulk and yard waste collection throughout town. The current contract expires June 30, 2017. The Town issued an RFP on April 7, 2017, and received three (3) bids for the contract. The FY 2018 contract is proposed for one year, with the option for three (3) one (1) year renewals. Annual costs for each were:

Company Name	Annual Amount
American Disposal Commercial Services, Inc.	~\$84,732
Bates Trucking and Tash Company, Inc.	\$48,000 + \$300 per month (*See #7)
Republic Services	\$60,965

Highlights from Bates Trucking proposal to RFP 2017-01:

1. FY 2018 residential rate of \$8.85 per unit, per month
2. Total number of Residential units 452
3. Including smaller recycling container options for mixed-use and townhomes; recycling carts for single-family homes.
4. Maintain 1 six-yard trash container for weekly collection for municipal use, no additional charge.
5. Maintain weekly collection services on Wednesdays.
6. Adding one collection of public containers on Fridays from April through September for an additional \$300 per month.
7. Maintain replacement containers due to regular wear and tear, and new containers for new residences provided by Bates. Replacement containers included in contract cost.

Town Attorney's Recommendation: Recommend approval, contingent on final Town Attorney review.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$49,800.00

Account Number: Operating – Public Works – Contracts – Refuse Collection

Proposed/Suggested Motion:

"I move to contract with Bates Trucking and Trash Company, Inc. for weekly refuse, recycling, bulk and yard waste collection within the Town of Occoquan for an annual cost of \$49,800 contingent on final Town Attorney review."

OR

Other action Council deems appropriate.

Attachments: (1) RFP 2017-01 - Refuse Collection

ORIGINAL

Bates Trucking Company, Inc.



Solid Waste/Recycle Collection and Disposal for the

Town of Occoquan

RFP 2017-01

P.O. Box 195, Occoquan, VA 22125

ATTN: Kirstyn Barr Jovanovich, Town Manager

(703) 491-1918

Friday, April 28, 2017 @ 3:00PM

TECHNICAL PROPOSAL

Web Site: www.batestrucking.com

E-mail: babates@batestrucking.com

4305 48th Street Bladensburg, Maryland 20710 • Phone: (301) 773-2069 • Fax: (301) 699-3268



REQUEST FOR PROPOSAL

ISSUE DATE: April 7, 2017

RFP # 2017-01

TITLE: Trash, Recycling, Bulk and Yard Waste Collection

The Town of Occoquan is accepting proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses.

A five-member Town Council and Mayor govern the Town of Occoquan. The Town is administered by a Town Manager who reports to the Town Council. The Town Manager directs and oversees all activities of the Town. The Town of Occoquan has a population of 932 residing within .2 square miles. In addition, the Town has a downtown historic district that is home to a business district and includes both residential and commercial activities.

Responses are due at the Town of Occoquan Town Hall at 314 Mill Street, Occoquan, VA, by 3:00 p.m. on Friday, April 28, 2017. Proposals by telephone, electronic mail or facsimile will not be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Town Manager. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

Kirstyn Barr Jovanovich
Town Manager, Town of Occoquan
PO Box 195, Occoquan, VA 22125
(703) 491-1918
kjovanovich@occoquanva.gov

PROPOSALS SHALL BE CONTAINED WITHIN A SEALED ENVELOPE/ CONTAINER AND CLEARLY MARKED WITH "PROPOSAL RFP #2017-01" & DELIVERED TO:

**Town of Occoquan Town Hall
PO Box 195, 314 Mill Street, Occoquan, VA 22125
ATTN: Town Manager**

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Bates Trucking & Trash Removal, Inc.
4305 48th Street, Bladensburg, MD 20710

Signature In Ink:

Bruce A. Bates

Print/Type

Town of Occoquan
RFP 2017-01, Trash, Recycling, Bulk and Yard Waste Collection

Page 1



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Company Information

Solid Waste Collection and Disposal for the Town of Manassas Park

Corporate Information

From: Bates Trucking Company, Inc.
Bruce Bates, President
4305 48th Street
Bladensburg, MD 20710

Phone: (301) 773-2069
Toll Free: (800) 840-6454
Fax: (301) 699-3268
www.Batestrucking.com
Email: babates@Batestrucking.com

EIN: 52-1229796
DUNS #: 04-0557898

Virginia Satellite Office

8100 Alban Road
Springfield, Virginia 22150
Phone : (703) 212-9395

Please accept this proposal from Bates Trucking Company, hereafter referred to as **Bates**. We have prepared this response to your Request for Proposal for Solid Waste Collection and Disposal for the Town of Occoquan, VA, the **Town**. We look forward to meeting with the Town to discuss how Bates can enhance your current collection program.

Respectfully,

A handwritten signature in black ink, appearing to be "Bates", written over a white rectangular background.

**Bruce Bates, President /CEO
Bates Trucking Company, Inc.**



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

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**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Introduction

Bates is a professionally owned and operated business, incorporated in the state of Maryland in 1991. With over 50 years of waste management experience in the DC Metropolitan area. Bates began back in 1960 as a family owned business and has enjoyed a successful history of professional, efficient and courteous service. Our Corporate office is located in Bladensburg, Maryland, with satellite offices located in Springfield, VA., and Harmon, MD.

Bates is dedicated to preserving the environment and ensuring that all of our operations are conducted in a manner that follows all local, state and federal law in regards to environmental protection. We strive to leave your community and place of business a cleaner, more pleasing place to live and work.

The strength behind Bates is not only its longevity of service, but also the individuals who make up the company and abide by the philosophy of quality customer service. We strive to provide our customers with the most cost-effective and efficient collections, transport, disposal and reporting system, designed specifically for their needs.

Our Management team has many years of experience serving commercial and local government entities and tailoring collection programs to meet there specific needs.

We are pleased to present our proposal for Solid Waste Collection and Disposal for the Town of Occoquan, VA.

Bates Trucking currently services the Town of Occoquan. In addition, The quality of service that we bring to the Town is also currently being enjoyed by some of our clients in your local area:

- Town of Dumfries
- Town of Alexandria
- Prince William County

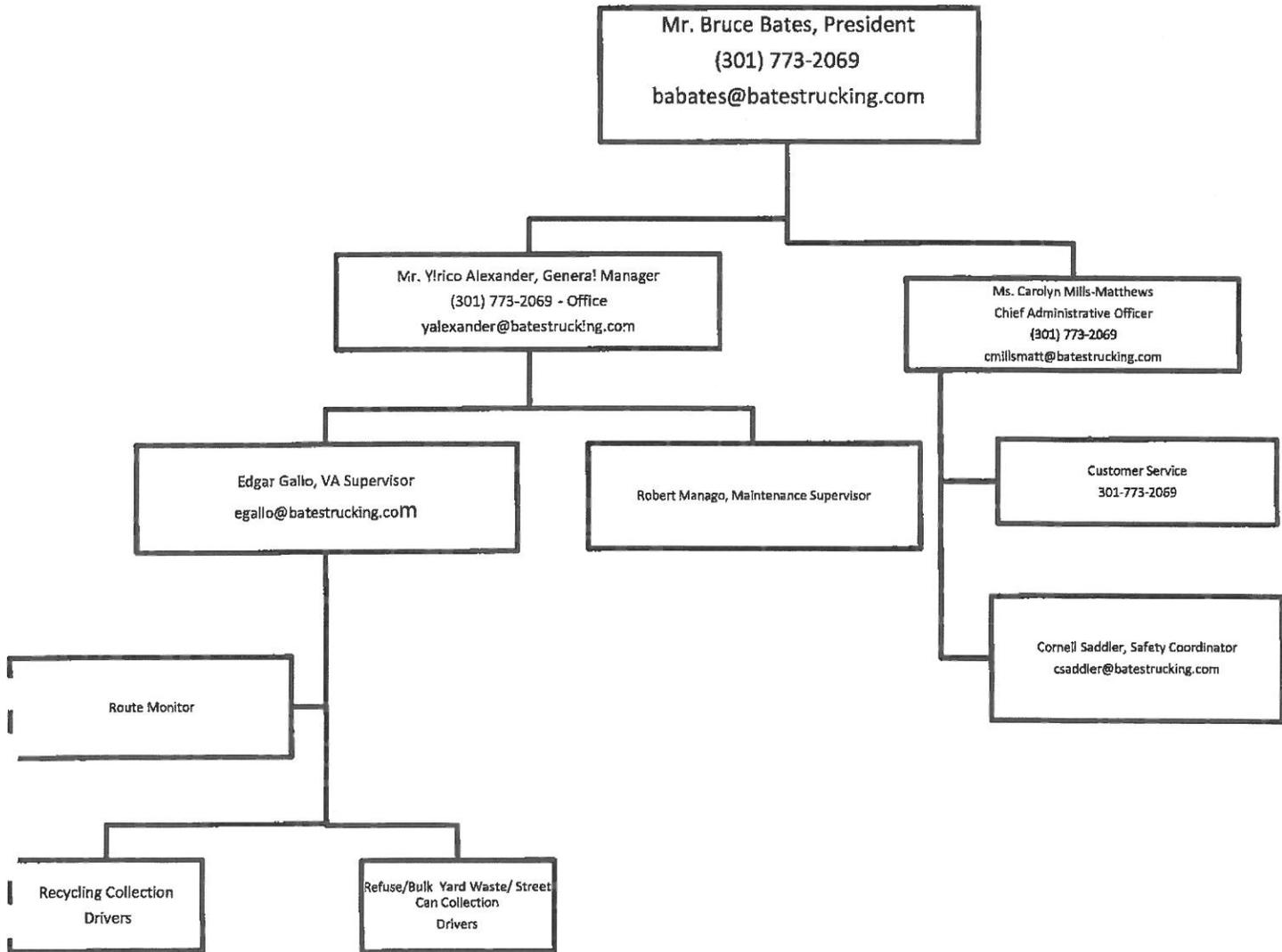
As one of the region’s premiere waste management providers, we provide

Residential
• Refuse Collection
• Recycling Collection
• Yard Waste Collection
• Bulk Collection
• Food Waste Collection



BATES TRUCKING – TRASH, RECYCLING, BULK, AND YARDWASTE COLLECTION SERVICES FOR THE TOWN OF OCCOQUAN – 2017

Bates Organizational Chart for this Contract





**BATES TRUCKING – TRASH, RECYCLING. BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Personnel/Resumes

President / CEO – Bruce Bates (1991-Present)
Babates@batestrucking.com Office: (301) 773-2069

Resume

PRESIDENT

Bates Trucking Co., Inc., 4305 48th Street, Bladensburg, MD 20710 - 1994 to Present

Bates Trucking Company Inc., specializes in waste management, providing commercial and residential service contracts in the Baltimore/Washington metropolitan area.

ACCOMPLISHMENTS

- Diversified company operations to include residential solid waste collections, and commercial light / heavy industrial debris transport and disposal.
- Expanded vehicle fleet from 5 to 140 trucks.
- Ownership of 38,000 square foot of commercial office space.
- Minority owned and operated with MBE certifications with state and local entities in the Baltimore Washington corridor.

EDUCATION

Graduate in General Studies, Duval High School - Prince Georges County, Maryland.

Over 30 years of Institutionalized training, in the solid waste industry

PROFESSIONAL MEMBERSHIPS

National Solid Waste Management Association



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Chief Administrative Officer – Carolyn Mills-Matthews (2014-Present)
cmillsmatt@batestrucking.com Office: (301) 773-2069 ext. 317

PROFESSIONAL EXPERIENCE

BATES TRUCKING COMPANY, INC. – Bladensburg, MD **12/2014 – Present**

Chief Administrative Officer

- Plan and coordinate the overall administrative and support services for the Bates Trucking. Duties and responsibilities include formulating policies, planning the use of materials, human resources, customer service, sales, training, safety and various contracts administration.

THE CAMMAY GROUP, LLC – Lanham, MD **7/1995 – 12/2014**

Owner, CEO

- Full service Public Relations and Marketing boutique firm. Service small business, government agencies and non-profit organizations. Responsible for the oversight of all aspect of company growth, financial statement, human capital, customer service, contract management, project management, and planning and business development.

EDUCATION

- University of Maryland, College Park, BS, Government & Politics, 1984



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

General Manager – Ylrico Alexander (2005-Present)
yalexander@batestrucking.com Office: (301) 773-2069

PROFESSIONAL EXPERIENCE

Bates Trucking & Trash Removal, Bladensburg MD, General Manager, 2015 - Present

Oversee the daily operations of 140+ trucks and 240+ employees. Prepare daily, weekly, monthly and quarterly reports in references to collection operations. Organize payroll for processing. Order purchases from vendors for the solid waste equipment (carts, containers, vehicles). Hold safety meetings. Advise new clients on various collection processes. Consult with government officials on new programs, operating changes and prospective services. Monitor and make sure all trucks are in compliance with government and federal codes. Ensure vehicles are repaired and ready for collection of materials. Implement cost saving and safety cautious programs. Assist with implicating single stream recycling and conducts recycling audits.

Aries Enterprises, LLC, Operations Manager, 2010 – 2015

Responsibilities included overseeing day-to-day route collections of residential curbside and government facilities collections. Planned and scheduled routes to operators to provide the most efficient service to customers while managing labor hours and disposal tons. Performed route audits to insure safe and efficient procedures are followed and identify possible training needs.

Urban Services System Corp., Director of Business Development, 2008 - 2010

Developed new business opportunities, maintained strong customer service with both key and small accounts.

Waste Management, Sales Manager, Market Retention, 2006 - 2008

Maintained strong client relations with existing customers to maintain and/or up sale services as needed to provide the client with the most efficient and cost effective waste services to meet their needs,

Education

University of Maryland, College Park BS, Business Management, 2002

National Bible & Seminary College, Ft. Washington, MD, 2010



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

**Virginia Operation Supervisor – Edgar Gallo (2015-Present) egallo@batestrucking.com Office:
(301) 773-2069**

PROFESSIONAL EXPERIENCE

BATES TRUCKING COMPANY, INC. – Bladensburg, MD 7/15 – Present

Virginia Residential Operation Supervisor

- Directs, administers, and coordinates the day-to-day operations of Bates Trucking and Trash Removal, Inc. for municipal and private subscription customers. He establishes routes for operation efficiency and ensures compliance with local, state, and federal regulations that governs Bates business operations in the State of Virginia. He manages his crew through training and onsite observations to make certain that our crews are representing Bates in a professional and customer oriented manner.

CONSERV – Reston, VA 2014 – 3/2015

Reston Rear Load Department Manager

- Managed the fleet of rear load trucks and drivers serving Reston VA

EVERGREEN DISPOSAL – Waldorf, MD 2012 – 2013

Rear Load Department Manager

- Managed the fleet of rear load trucks and drivers

REPUBLIC SERVICES – Fairfax, VA 2010 – 2012

Rear Load Department Manager

- Area Manager for residential and commercial services

EDUCATION

Blair High School, Silver Spring, MD 1994



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Safety Coordinator – Cornell Saddler (2016–Present)
csaddler@batestrucking.com Office: (301) 773-2069

Objective To promote a safe working environment through positive motivation and reinforcement

Experience 2016- Present Bates Trucking Company, Inc.

Safety Coordinator

- Oversees the Safety Program pursuant to DOT, OSHA and EPA guide lines
- Maintains and or introduces “Best Practices” in Drivers and Helper Safety
- Work with insurance companies to manage claims
- Implement training for front line supervisors and their staff

1993–1998 Waste Management Temple Hills ,MD

Safety Director

- Introduced “Best Practice” of Early Return to Work” for injured workers which resulted in lower workers compensation dollars spent
- Managed safety program for 3 different locations in the Greater Washington area
- Implemented training course for new hires

1987–1993 CNA Insurance Silver Spring, MD

Claims Specialist

- Handled serious workers compensation claims
- Worked closely with CNA National Accounts such as Waste Management to encourage getting employees back to work
- Settled older pending claims for a “Win-Win” for all parties

Education 1971–1974 Jackson State University Jackson, MS

- B.A., English with a minor in Mathematics
- Graduated *cum laude*.
- Post Graduate hours in Mathematics

Interests Reading, writing, developing ideas to keep safety new and fresh



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Relevant Experience/References

Client References

Bates Trucking Company, Inc. has provided residential waste management services for many of the DC Metro area’s Town and county governments for over 50 years. We have the in-depth knowledge of the work required, and by communicating with county program managers, supervisory staff and customer service representatives, we’ve achieved a positive result in performing the day to day tasks of refuse and recycling collection services.

Details of some of these contracts are listed below:

	
Customer:	Town of Dumfries
Service:	Residential Recycling Collection Services
Contract #/ Amount:	\$ 214,056 Annually
Contract Start Date:	July 1, 2016
Contract Duration:	5 years
Contract Customers:	residential customers weekly
Customer Point of Contact:	Richard West
Customer Address:	17755 Main St. Dumfries, VA 22026
Customer POC Phone:	(703) 221-3400 ext. 119
Project Description:	Provide residential Waste & Recycling collection

	
Customer:	Town of Alexandria
Service:	Residential Recycling Collection
Contract Amount:	\$ 573,836.40 Annually
Contract Duration:	5yrs on-going



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Contract Customers:	20,000
Customer Point of Contact:	Gary Hensley
Customer Address:	2000 North Beauregard Street Alexandria, VA 22311
Customer POC Phone:	(703) 746-4138

	
Customer:	Prince William County
Service:	Waste Management / Recycling Services
Contract #/Amount:	\$ 80,411.57 Annually
Contract Start Date:	July 1, 2013
Contract Duration:	5 yrs. on-going
Contract Customers	Government Facility
Customer Point of Contact:	Erika Bukva, Contracting Specialist II
Customer Address:	1 County Complex Court (MC 460)
Customer POC Phone:	(703) 792-5022
Project Description:	Provide commercial and residential refuse and recycling collection for the County.



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

TECHNICAL APPROACH

The Offeror's Qualifications

The Bates team has a proven track record in initiating, updating and modernizing solid waste and recycle collection programs as demonstrated in The Towns of Occoquan and Dumfries Virginia, Arlington County and the City of Alexandria, Virginia. As a part of this process, Bates provide excellent customer service to the municipal government, their residents and business who are a part of the municipal contract. We provide customers received wheeled carts in varying sizes to meet the needs of the community e.g., 95 or 65 gallon carts and 18 gallon bins. The Bates team begins with a successful mobilization to start up service, from the delivery of containers to planning collection routes and hiring/training our team, we are committed to professionalism, safety, and quality service. Our experience in the solid waste industry, coupled with the ability to understand our customer's needs, gives us the insight in selecting the appropriate equipment, labor and staffing needs such that it all comes together to make the experience a success.

President / CEO – Bruce Bates (1991-Present)

Babates@batestrucking.com Office: (301) 773-2069

Mr. Bates grew up in the Bates trucking family business, working alongside his father who started the company in the 1960's. Bruce's institutional knowledge coupled with his no nonsense approach to business gave the expertise to take the helm in the early 1990's.

Bruce went on to incorporate the family business and take it from a 5 truck operation to over 90 trucks to date. Bruce makes complex situations seem simple, and he has a knack for identifying solutions when there is a problem. He has the strong fundamental, organizational, financial, acquisition and interpersonal communication skills necessary to enable him to maximize the skills and abilities of his subordinates.

Chief Administrator Officer (CAO) – Carolyn Mills-Matthews (2014-Present)

cmillsmatt@batestrucking.com Office: (301) 773-2069

Ms. Mills-Matthews's primary duties and responsibilities focus on providing oversight of daily corporate operations, strategic planning, development, implementation and quality control. Solid waste collections, transport, disposal and landfill operations are not new to Carolyn.



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

Carolyn joined BTC in 2014. As CAO, Carolyn works to connect all aspects of BTC together by directing the day to day operations of the firm bringing competent quality service to our customers.

General Manager - Ylrico Alexander (2015 –Present)

Mr. Alexander has over twenty (20) years of experience in the solid waste collections operations. Mr. Alexander oversees the operations insuring the daily tasks of over three-hundred (300) employees and two hundred (200) trucks working together to achieve the desired outcome while maintaining the expected budgetary and efficiency requirements of the contract. Mr. Alexander will oversee the operational implementation of the Town Occoquan, VA Contract.

Virginia Residential Operations Manager - Mr. Edgar Gallo (2015)

egallo@batestrucking.com Office: (800) 840-6454

Mr. Gallo will head up the operations team as they mobilize and prepare for startup. He will also be responsible for the day-to-day operations for the collection of The Town of Occoquan. This will include delivery and mobilization of carts, containers and information gathering to allow reporting and performance of the program, and daily crew and collection service. Edgar has been the Bates Virginia Residential Manager for approximately three (3) years. He comes to us with a wealth of knowledge in the waste industry and the Virginia market. Edgar will oversee all residential and commercial locations serviced for this contract.

Safety Manager – Cornell Saddler (2016–Present)

csaddler@batestrucking.com Office: (301) 773-2069

Mr. Saddler is responsible for overseeing our facilities environmental and Driver safety programs. Mr. Saddler has been involved with plant and employee safety for over 10 years, working with Local and National business concerns. Mr. Saddler utilizes his expertise in Transportation, General Work Methodology and Ergonomics to advise and direct our staff in the proper handling, storing and reporting of chemical, environmental and work related hazards. Mr. Saddler also performs random road-side observations of our drivers and to ensure that their work and driving habits conform to O.S.H.A. and M.O.S.H.A. standards. Mr. Saddler performs all accident and injury investigations. His expertise gives us the ability to better serve our employees and customers.



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

**LIST OF COUNTIES AND MUNICIPALITIES CURRENTLY UNDER CONTRACT
WITH BATES TRUCKING, INC.**

1. Prince George's County, MD
2. Montgomery County Government, MD
3. Anne Arundel County Government, MD
4. Howard County, MD
5. The Town of District Heights, MD
6. The City of Annapolis, MD
7. The City of Seat Pleasant, MD
8. The Town of Bladensburg, MD
9. The Town of Dumfries, VA
10. The Town of Occoquan, VA

11. Town of Poolesville, MD
12. The Town of Brentwood, MD
13. The City of Alexandria, VA
14. Town of Landover Hills, MD
15. The Town of Edmonston, MD
16. The Town of Denton, MD
17. The Town of Riverdale Park, MD
18. The Town of Cottage City, MD
19. The Town of Morningside, MD
20. The Town of Capital Heights, MD

21. The Town of Colmar Manor, MD



**BATES TRUCKING – TRASH, RECYCLING. BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

PROPOSED BUSINESS PLAN

Bates Trucking is proposing that all collection services for this contract be performed on Wednesdays. This includes Trash, Recycle, Yardwaste, Bulk and Public Street Cans.

Equipment that will be utilized for the services are as follows:

- (2) Rear load trucks ((1)Trash, Bulk Streetcans & Yardwaste; (2) Recycle Bulk) with safety package and spill kit, (1) backup
- (2) Primary drivers and (4) helpers and (1) drivers secondary trained to perform either trash or recycle route collections for the Town of Occoquan

Operational Scenario

- Crews report for work at 6:30 am
- Perform necessary vehicle check out
- Collection routes to begin no earlier than 8:00 a.m. to complete no later than 5:30 p.m.
- Proceed according to scheduled routing
- Complete routing and proceed to licensed disposal or recycle facility

For bulk collection, Bates is proposing that the residents call to our customer service to add no more than three items at a time for bulk collection. We will close the bulk collection on Tuesdays at 2:00p.m. for Wednesday Collections. Any items called in after that time will be added to the following Wednesday bulk collection. Bates Trucking will provide the Town a weekly bulk collection list by address. This ensures the Town that we care collecting the items that have been called in during the week.



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

IMPLEMENTATION and MANAGEMENT PLAN

Accomplishments to be achieved during the course of this contract include the following:

- To plan, execute and evaluate contract performance at the highest possible standard
- To select and provide the appropriate labor, equipment and training needed to complete contract tasks
- Refresh and containers that need to be replaced or repaired
- Tighten existing routes
- Hire Personnel (if needed)
- Route training
- Ensure that all equipment is maintained and inspected for optimal performance
- Implementation and start up
- To inspect all work to maintain or exceed the Town's acceptable level of quality
- To maintain records, prepare and submit reports according to requirements
- To appropriately respond to situations requiring attention and/or action
- To comply with all stipulations of the contemplated contract.

At Bates Trucking we believe that effective management is directly contingent upon accurately assessing the tasks to be accomplished, developing an effective staffing plan and directing the staff in accomplishing the scope of work efficiently and economically.

- Providing rolling carts - These containers would be purchased by the contractor utilizing the company's hi-visible green 95 and 65 gallon containers.
- Recommend recycling collection promotion and educational campaigns when necessary.
- Offer materials in English and Spanish that the Town could distribute to encourage residents to recycle.

In summary, Bates Trucking believes that we can add value to the Town of Occoquan's overall trash and recycle collections program, Our professional crew with onsite management and supervision, along with our customer service division can assist the Town to continue to provide quality service to the residents and businesses that they are accustomed to receiving.



**BATES TRUCKING – TRASH, RECYCLING. BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

EQUIPMENT



CARTS - Rehrig Pacific Container Solutions

Bates uses Rehrig Pacific’s HuskyLite® Roll-out Carts. Rehrig Pacific is setting new industry standards for durability and efficiency. The carts will be the Bates standard high visible green, with our company logo hot stamped on each cart or bin. Rehrig carts roll easily even with heavy loads. The continuous one-piece handle provides a strong gripping area and the wide wheelbase makes maneuvering easy.

SPECIFICATIONS	
Item	Description
# ROC-95U	96 Gallon Rehrig Cart
# ROC-64N	64 Gallon Rehrig Cart
# RB-NL	18Gallon Rehrig Bin

Note All 96 gallon tipper carts, 64 gallon tipper carts and 18 gallon bins.

For this

contract, Bates will provide the Town of Occoquan 1- 6yd Dumpster and eight (8) 8yd dumpster twice a year at no charge:

LOCATION

Town Office
Semi-Annual Arts & Craft Show

QUANTITY, SIZE & TYPE OF CONTAINER

(1) 6 yard dumpster
(8) 8 yard dumpsters twice a year

TRUCKS ON THE TOWN OF OCCOQUAN

Make	Model	year	Body Type
MACK	GU800	2013	MCNEILUS
MACK	GU713	2013	MCNEILUS



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
OCCOQUAN – 2017**

CUSTOMER SERVICE

Bates Trucking will maintain a log of all complaints received and time that complaint was resolved. We will provide a report to the Town of Occoquan when requested. Our customer service Office has four (4) full-time customer service representatives to assist the town and its residents with any issues or concerns they may have.

Bates Trucking Maintains a full time mechanic at 8100 Albans Rd. Springfield, VA. In addition we have 12 full time mechanic at the corporate facility shop located at 4912 Webster Rd, Bladensburg, MD 20710 Should the Town verify that a resident is physically limited in their ability to roll the carts to the curb, Bates will provide these resident with back door service at no additional cost.

**QUALITY CONTROL
PLAN**

Service Schedule	A complete, detailed work schedule based on the location and type of pickups will be produced and reviewed daily.
Route Planning	Based on prescribed pickup times, our first goal is always safety and compliance with the Town of Occoquan. We also try to minimize left turns and reduce backing.
Pickups	All materials will be removed in and around containers within (10) feet diameter. All spillage of materials cleaned up from incident area.
Equipment and Driver Safety	Equipment operated in a safe and professional manner. Driver wears protective clothing, eye wear and foot wear. All trucks have rear vision cameras so that the driver can hear and see what's behind them. Employees maintain courteous and professional conduct at all times.
Inspections	The Supervisor will spot check route locations for completion and cleanliness daily. All inspections and their results will be documented on an inspection form. All discrepancies, problems and corrective actions required will be noted. Corrective actions required will be subject to 100 percent re-inspections. All quality control documentation will be available for the program manager to review.
Inspection Records	Will include: key service areas inspected, date of the inspection, inspector, type of observation, applicable documents, inspection results, actions taken in connection with substandard performance.



**BATES TRUCKING – TRASH, RECYCLING, BULK, AND
YARDWASTE COLLECTION SERVICES FOR THE TOWN OF
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TRAINING

All employees are trained and advised regarding the company's policy on alcohol and drug. This training includes the effects from the misuse of drugs and alcohol. Supervisors will have to be certified for the Drug and Alcohol Reasonable Suspicion Training per DOT requirements.

It is a condition of employment that all employees abide by the terms of the Company Policy on Alcohol and Drugs. In the event of any conviction for a criminal drug violation, the Employee must notify his/her supervisor within one day of the conviction.



BATES TRUCKING – TRASH, RECYCLING, BULK, AND YARDWASTE COLLECTION SERVICES FOR THE TOWN OF OCCOQUAN – 2017

CONTRACTOR'S PROPOSAL Pricing

TO: Town of Occoquan, VA Park, Virginia

Proposal of **Bates Trucking Co. Inc.**, an individual/partnership/limited liability corporation duly organized under the laws of the State of **Maryland**

The undersigned, having carefully read and considered the terms and conditions of the Request for Proposals for Solid Waste, Recycle, Bulk, Yardwaste and Streetcans Collection and Disposal for the Town of Occoquan, VA Park, Virginia does hereby offer to perform such services on behalf of the Town, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the RFP at the rates (expressed in words and numerals), the frequency of collection and the number and type of containers hereinafter set forth.

Quantity

- Residential Units – 452
- 6yd dumpster – 1
- 8-8yd dumpsters twice a year – 16
- Public refuse street cans - 45

Overall pricing is calculated per residential unit at: $\$8.85 \times 452 =$ Monthly rate \$4,000.00

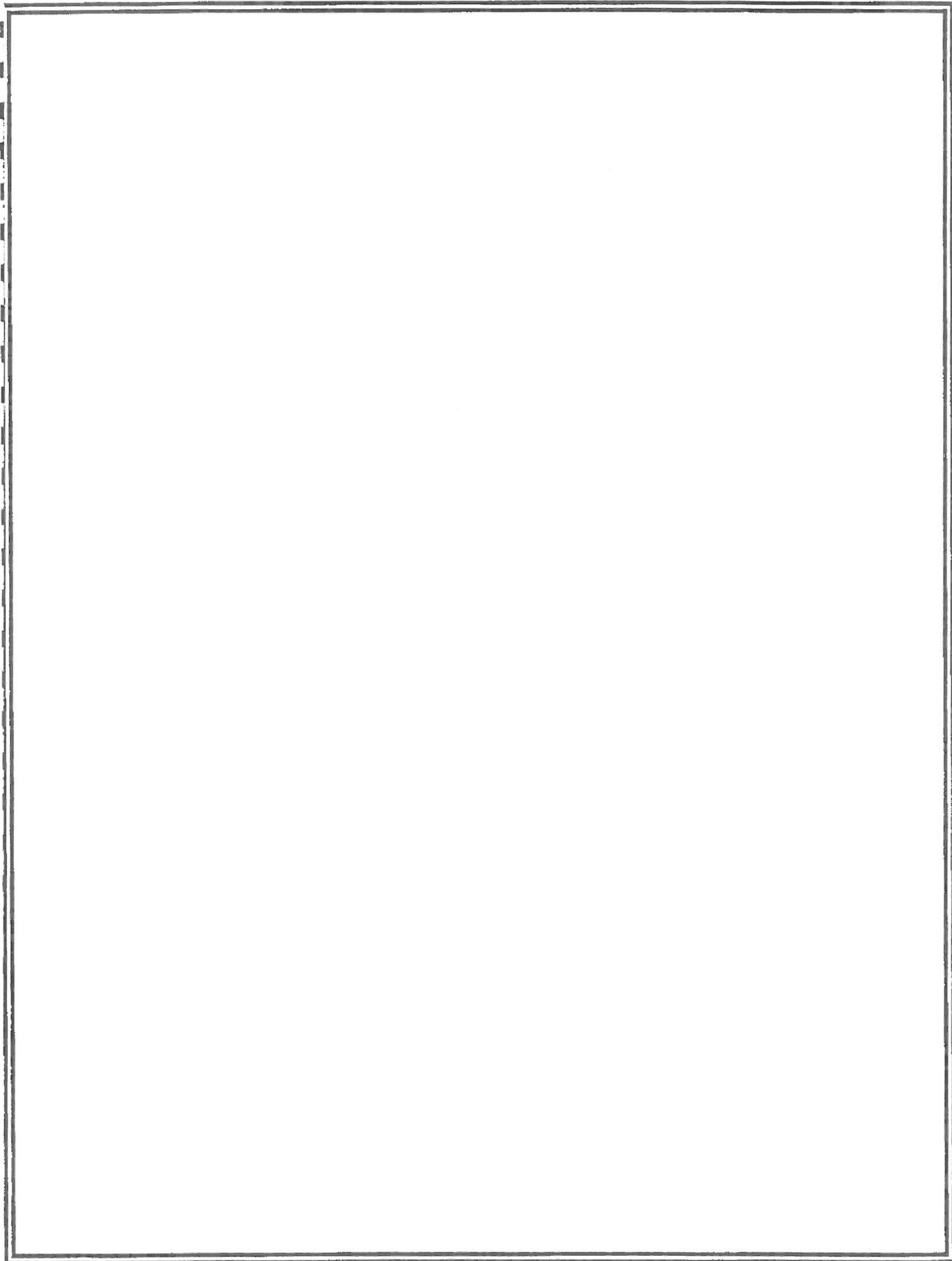
TOTAL CONTRACT PRICE

The Total Contract Price shall include the anticipated annual total for Residential Curbside Trash and Recycling Collection, Residential Non-Curbside Trash and Recycling Collection, and Municipal Trash and Recycling Collection.

\$ 48,000.00 /year
(not to include unscheduled pulls for dumpster service)

CONTRACTOR: Bates Trucking Co. Inc.
 By: Bates Trucking Co. Inc. (SEAL)
 Name: Bruce A. Bates
 Title: President

PRINCIPAL OFFICE ADDRESS:
4305 (P.O. Box 91) Bladensburg, MD 20710
 TELEPHONE: 301-773-2069





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: June 6, 2017

8 E: Request to Approve Dock Fee Schedule and Updated Signage

Explanation and Summary:

The Fiscal Year 2018 budget includes the addition of a seasonal Maintenance Worker position that would serve as a 'Dock Master' on the town's public boardwalk and dock during the summer months. This position is in response to community concerns that arose in 2017 in regards to the use and maintenance of the dock, enforcement of the boating fees and activities occurring during peak boating season. This position is aimed at providing a town presence on the dock during peak times to ensure compliance with regulations and to address maintenance needs on the dock. The estimated budget impact for the addition of this position is \$5,813. On the revenue side, it is estimated that with increased enforcement and a revised fee schedule for boats docking, the town would generate \$3,500 in revenue from dock fees. These fees would assist in offsetting the cost associated with funding this seasonal position.

The revised fee schedule is as follows:

Town Attorney's Recommendation: Recommend Approval.

Town Manager's Recommendation: Recommend Approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the revised dock fee schedule and updated signage as presented effective June 6, 2017."

OR

Other action Council deems appropriate.

Attachments: (1) Revised Dock Fee Schedule