



OCCOQUAN TOWN COUNCIL
Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 7, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist, Vice Mayor Pat Sivigny, Councilmembers Tyler Brown, J. Matthew Dawson, and Joe McGuire

Staff: Sheldon Levi, Chief of Police and Acting Manager; Greg Holcomb, Town Clerk; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/
Zoning Administrator

Absent: Councilmember Jim Drakes; Kirstyn Barr Jovanovich, Town Manager

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens' Time

None

4. Approval of Minutes

It was moved to approve the minutes of the September 2, 2014 Regular Meeting, September 16, 2014 Public Hearing and Special Meeting and, September 16, 2014 Work Session.

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

5. Councilmember Reports

None

6. Mayor's Report

Mayor Quist stated that she is working with Supervisor Mike Mays Office on the signage and proffer issues at the Tanyard Hill property.

Mayor Quist requested the ratification of an emergency expense of \$778 to fix the Town Hall toilet during the Craft Show.

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.

Mayor Quist also brought to the attention of Council that the Occoquan Historical Society has requested that a wheel and cog from the water filtration plant be placed next to the museum. She noted that there was no cost to the town and after discussing it with Chief Levi approved the placement.

7. Staff Reports

Report of the Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

- a. Requested a closed session after the regular order of business to discuss a legal matter regarding the Craft Show banners.
- b. Noted that a \$1,100 restitution was paid for damage to a light pole.
- c. Reminded members of a Freedom of Information Act and Conflict of Interest Act workshop scheduled at Town Hall for Planning Commission, Architectural Review Board and Council Members on October 22, at 7:00 p.m.
- d. Stated he will wait for Town Manager Jovanovich's return to discuss the removal of the proffers on the Town's Tanyard Hill Road property.
- e. Noted that the Town received a letter of a class action lawsuit regarding Municipal Derivatives. He does not believe the Town is affected.
- f. Discussed the Storm Water Ordinance with DEQ regarding language changes.
- g. Working with the Town Clerk and Town Treasurer on delinquent Real Estate and Meals Tax issues.

Report of the Town Engineer: Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Activity report
 - a. Fairfax County Water Authority River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. Zoning Approvals
 - a. 308 Mill Street - use change
 - b. 1423 Occoquan Heights - deck and fence approved by Council 9/3/14
 - c. 115 Washington Street - 10x16 shed
 - d. Occoquan Heights - occupancy for lots 15-22
 - e. 114 Mount High - deck for ADA access

- f. 1425 Occoquan Heights - deck
 - g. 300 Ellicott Street, Suite B - financial and professional service business license
3. 302 Commerce Street encroachment
 - a. Awaiting owner to provide survey and review lease agreement
 4. Vantage Point - SWM BMP percolation trench
 - a. Blocked pipe cleared by the Town with more work to be performed in the future.
 5. Stormwater Local Assistance
 - a. Discussed grant application with Marc Aveni, Prince William County, he noted that an application has been made for Occoquan watershed.
 6. Vistas at Occoquan
 - a. VDOT sign off on sidewalk and handicap ramp
 - b. E&S issues - sod eroding - no evidence at last inspection by E&S Inspector and by Engineer this date
 - c. Portions of fence missing - Engineer to send notice to D. R. Horton
 7. Mr. Reese noted that the Town has been notified of several projects and Master Plan changes in Fairfax County.
 8. VSMP
 - a. Revision addressing DEQ comments resubmitted 10/1/14
 - b. Likely aiming for approval in January, 2015
 9. Riverfront Park
 - a. Matt Williams, Assistant Town Engineer, updated the Council on activities involving the park. Including coordination with various agencies and entities involved in the development of the site.
 - b. Currently on budget for the project.
 - c. Coordinating with Fairfax Water and Dale Nester with Dominion Power for the removal/relocation of utility pole located on site.
 - d. Architectural plans are under development.
 - e. Met with Dolores Elder, Mill Museum Curator, to discuss historic background of the town and facility; items for consideration in park design. Including incorporation of the mill stone, 3D relief signage depicting types millworks used, and an I-beam from old 123 Bridge destroyed by Hurricane Agnes.

Town Manager Report: Chief Levi, Acting Town Manager, reported the following:

- a. Meals tax delinquencies include Sugar Buzz- 4 months, Occoquan Inn- 3 months, Pink Bicycle Tea Room- 1 month, and Pink Bicycle's former owner.

Chief of Police: Chief Levi provided a report on public safety activities during September 2014.

Boards and Commissions

Architectural Review Board: Ms. Brenda Seefeldt, Chair, reported on the following activities:

- a. The ARB approved three signs and two certificates of appropriateness. Agreed to update the merchant design guidelines. She noted they were last updated in 2005.

8. Regular Business

8A. Snow removal contract

It was moved to authorize the Town Manager to enter into a contract for snow removal within the winter months of FY 2015 with the vendor of her selection of those who bid, not to exceed \$2,500.

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

9. Closed Session

It was moved that the Council convene in closed session as permitted by Virginia Code § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners.

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

The Council came out of closed session at 7:37 p.m. It was moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

10. Adjournment

Mayor Quist adjourned the meeting at 7:38 p.m.

Greg Holcomb, Town Clerk