



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 4, 2015
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown
Staff: Kirstyn Jovanovich, Town Manager; Chief Sheldon Levi, Town Sergeant/Chief of Police; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Greg Holcomb, Town Clerk.

Absent: None

1. Call to Order

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

2. Pledge of Allegiance

3. Citizen's Time

None

4. Approval of Minutes

Mayor Quist stated that she misstated a figure in the October 20th work session. She stated that the estimated amount to keep the visitors center open was \$14,000 not \$8,000.

Vice Mayor Sivigny corrected page 4 of the October 6 minutes stating that the first paragraph says "Mayor Sivigny" and he noted it should be "Vice Mayor."

It was moved to approve the minutes of the October 6, 2015, Regular Meeting and the October 20, 2015 Work Session minutes, as amended.

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

5. Council Member Reports

None

6. Mayor's Report

Mayor Quist reported that the Convention and Visitors Bureau (CVB) approved funding the visitor's center through the end of the fiscal year ending June 30, 2016. She stated that this would allow the task force more time to come up with a long term plan to keep the center open beyond the current fiscal year.

7. Staff Reports

Report of Town Attorney: Mr. Crim, Town Attorney, had no report.

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

1. Land Disturbance Report:
 - a. Occoquan Heights
 - b. Vistas of Occoquan
2. Moving forward with revisions to the ordinance on floodplains for the Virginia Department of Conservation and Recreation.
3. New construction report has been released on the River Mill Park restroom and storage facility. The contractor hopes to be done by December 14th.
4. Phase II plans will be going before the Planning Commission next week and before the Council in December. The plans are being reviewed at the November ARB meeting as well.

Report of Town Manager: Ms. Kirstyn Jovanovich, Town Manager, submitted a manager's report and held further discussion on the following:

1. Ms. Jovanovich additionally reported that VDOT will be completing the Washington St. sidewalk this week and will be striping the crosswalk.

Mr. Dawson and Mr. Drakes asked about additional reflectors or signage for the new crosswalk to make it more visible. Ms. Jovanovich will follow up with VDOT regarding the reflective signage.

Report of Chief of Police: Chief Levi presented his October 2015 report.

1. Vice Mayor Sivigny thanked Chief Levi for recent traffic enforcement activities. He added that he has received complaints about increased passing on Mill St. In addition he noted that he has received complaints about Mamie Davis Park being used for an event with many dogs and noted that dogs are not allowed in the park.

Report of Building Official: Mr. Barbeau submitted his October 2015 report.

Architectural Review Board Report: No report.

Planning Commission Report: No report.

8. Regular Business

8 A. Request to Approve Proposal to Remove Hazardous Trees from Occoquan Heights Development's Resource Protection Area (RPA)

The Council held a discussion on the five trees to be removed by the developer, Elm Street Development, within Occoquan Height's RPA. In addition, the Council discussed the option for the tree labeled T-3, which is in the storm drain easement and straddles a

property line. Mr. Jacobs of Elm Street Development assured the Council that he will work with the private property owner and cut down the tree labeled T-3 in addition to the five trees already identified for removal. The Council discussed the legal recourse they had if the tree is not removed and it was determined that the Town had the ability to enforce the tree removal if the developer did not comply with the agreement.

It was moved to approve Elm Street Development's plan to cut down and leave in place five trees (T-4, T-6, T-12, T-13, and T-19) within the RPA area on the Occoquan Heights Development.

A motion was made by Councilmember Drakes, seconded by Councilmember McGuire. The motion carried, by poll vote, Ayes: Brown, Drakes, Dawson and McGuire; Abstain: Sivigny.

8 B. Request to Approve Bond Release Request and a One-Year Maintenance Agreement with Elm Street Development (Occoquan Heights)

It was moved to approve the release of the Occoquan Heights site and erosion and sediment control bond in the amount of \$110,400, and landscape bond in the amount of \$36,785, contingent upon completing a one-year Maintenance Agreement on installed landscaping and posting a \$3,678 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.

A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. The motion carried, unanimous.

8 C. Request to Award Snow Removal Contract for FY 2016 and Set Not-To-Exceed Amount

It was moved to award a contract to Virginia Lawn Service for snow and ice removal services for Fiscal Year 2016 and to set a not-to-exceed amount of \$5,000.

A motion was made by Councilmember Drakes, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.

8 D. Request to Approve a Not-To-Exceed Amount for the Town's Annual Holiday Party

It was moved to approve the proposal with Madigan's Waterfront for the Town Holiday Party and set a not-to-exceed amount of \$1,800.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Drakes. The motion carried by poll vote, unanimous.

8 E. Request to Approve a Not-To-Exceed Amount for Installation and Removal of Lighted Decorations on Dominion Poles

It was moved to approve a not-to-exceed amount of \$2,000 for installation and removal of lighted holiday decorations on Dominion poles.

A motion was made by Councilmember Drakes, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.

8 F. Request for Council Action on Business Guild of Occoquan Request for Funding

It was moved to approve the Town's purchase of an ad in the Discover Prince William 2016-2017 Visitor's Guide in the amount of \$2,880.

A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.

8 G. Request to Approve Town Council 2016 Meeting Schedule

It was moved to approve the Town Council meeting schedule as presented.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Drakes. The motion carried by poll vote, unanimous.

9. Adjournment

The meeting was adjourned at 8:11 p.m.

Greg Holcomb
Town Clerk