



OCCOQUAN TOWN COUNCIL
Council Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 2, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes; Councilmember Joe McGuire.

Staff: Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/ Zoning Administrator; 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. Citizens' Time

Mr. Elliot Perkins, 102 Washington Street, spoke about concerns he has regarding cross walks in the Town. Specifically, along Washington St. near Occoquan Reach and Occoquan Heights.

4. Approval of Minutes

It was moved to approve the minutes of the November 5, 2014 Regular Meeting.

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

Councilmember Drakes reported that during the November 17, 2014 Planning Commission meeting, the group discussed Town Code Section 2-244 regarding the Committee's meeting schedule and its requirement to meet at least every other month. The Commission voted to maintain the current meeting schedule required by Code Section 2-244.

6. Mayor's Report

None

7. Staff Reports

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

- a) Requested a closed session on a specific legal matter, namely Craft Show banners.
- b) River Park: insurance details remain to be addressed. Fairfax Water and Prince William County have approved the lease. Prince William County Service Authority raised question of sanitary sewer manhole ownership.
- c) No proposal received from 302 Commerce Street for street encroachment issue.
- d) Comcast franchise renewal is still pending.
- e) Parking ticket review requires amendment to Town Code.

It was moved to add the ordinance amending Town Code 62-111 generally related to illegal parking to the agenda.

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

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
Mr. Reese reported there were 12 zoning approvals.
3. Vistas of Occoquan
Mr. Reese reported that the retaining wall fence has been fixed.
4. 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. He notified the Council that the Fairfax Water Authority has agreed not to pursue maintaining the electrical connection across the river. Dominion

Power will take down the cable and the Town will likely not assume the cost of the removal. In addition, the Virginia Department of Transportation has indicated they will allow the footbridge to hold communication lines for the cable and telephone companies.

- c. He notified the Council that competitive proposals are being sought for further site improvements such as lighting on the footbridge, the removal of fencing, and the addition of handrails.
- d. Finally, he stated that next week he, Ms. Barr Jovanovich and the architect will hold a kickoff meeting regarding the proposed pavilion.
- e. Mr. Reese then discussed an issue regarding the tap fee with Fairfax Water. The Council discussed the options that are available and determined that Mr. Reese should calculate the water flows without the Arts and Crafts Show in the calculation and obtain a meter that meets that service need
- f. Mr. Reese concluded that the Prince William County Service Authority does not have the man hole in the Mill Street cul-de-sac on their list of assets and claims they do not own it. He will discuss the issue further with them.

Town Manager Report: Ms. Barr Jovanovich requested that an item regarding the Council retreat be added to the agenda.

It was moved that the request to approve NTE amount for Town Council 2015 retreat be added to the agenda.

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

1. Discussed the requirements and quotes for environmental insurance for River Park.
2. Reported that in following up with the Virginia Department of Transportation about the Town's request to place bike racks on Mill Street, that VDOT will not permit the racks to be installed directly in the street. She then asked if the Council still desired to have the spaces in front of Mamie Davis Park be vacated for use as a loading zone only. Council stated that the public's input be sought on the matter and directed staff to include it in the January meeting agenda for discussion.
3. Reported that Occoquan Inn was two months behind in Meals Tax, Pink Bicycle was three months behind, and there was still the ongoing issue with the previous owner of Pink Bicycle regarding unpaid meals taxes.
4. Reported that Real Estate bills were sent out the week of November 17, 2014 to all property owners. She further stated that \$13,000 has been received to date.

5. Reported that 470 Auto Decals have been sold so far for 2015, amounting to \$9,070 in revenue.

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

Boards and Commissions

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

1. The ARB approved two elevation certificates, six signs and six certificates of appropriateness. She also stated that she met with Mr. Williams regarding the River Park plans.

8. Regular Business

8A. Request to Set Not-To-Exceed Limits for Spring 2015 Arts and Crafts Show

It was moved to set a not-to-exceed limit of \$45,000 for the Spring 2015 Arts and Crafts Show, allowing the Town Manager to move money within the proposed Arts and Craft Show budget.

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

8B. Request to Add a Business Representative to the Architectural Review Board

It was moved to amend the Town Code Section 2-402, Membership, and Section 2-403, Term of office; removal; vacancies to include the addition of a business representative to the Architectural Review Board and setting the quorum at four members.

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

8C. Request to Approve NTE Amount of \$6,500 for Town Council 2015 Retreat

No action was taken on the item. The item was postponed until the January 6, 2015 meeting.

8D. Request to amend Town Code Section 62-111, Generally Related to Illegal Parking.

It was moved to approve ordinance O-2014-5 to amend the Town Code 62-111, generally related to illegal parking.

A motion was made by Councilmember McGuire, seconded by Councilmember Drakes, that the Action Item be approved. The motion carried by poll vote 4-1, Councilmember Brown, voting Nay.

9. Closed Session

It was moved that the Council convene in closed session as permitted by Virginia Code § 2.2-37711 (A)(1) a personnel matter involving performance evaluation or job assignments of town employees, and § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners.

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.

The Council came out of closed session at 9:58 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 9:59 p.m.

Greg Holcomb, Town Clerk