



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

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown.  
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reece, Town Engineer; Chief Sheldon Levi, Town Sergeant/Chief of Police; Abigail Breeding, Town Treasurer; 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. Citizen's Time**

Mr. David Irwin requested that the Town look into altering how mail is delivered. He stated that, based on the increased number of residents, he did not feel that the current post office box system is sufficient for the Town. He recommended using clustered mail boxes and requested that the Town survey residents to get their point of view on mail delivery service within the Town.

**4. Approval of Minutes**

It was moved to approve the minutes of the February 23, 2015 Work Session Meeting Minutes, March 3, 2015 Regular Meeting Minutes, March 3, 2015 Work Session Meeting Minutes and the March 17, 2015 Work Session Meeting Minutes.

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

**5. Council Member Reports**

Councilmember McGuire stated that the Planning Commission began work on the Comprehensive Plan update. He noted that there will need to be input from the public. Ms. Jovanovich advised that she is working with an organization to assist with the update and public input process and will coordinate a meeting between the Mayor, Town Manager and Planning Commission Chair to discuss the next steps in moving forward.

**6. Mayor's Report**

None

## 7. Staff Reports

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

1. Noted that he was still awaiting new information regarding the matter of the craft show banners. Councilmember Brown requested an update be provided in closed session.

It was moved to add an update on the craft show banners in Closed Session to the meeting agenda.

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

2. The sewer agreement with Fairfax Water has been finalized and given to the Mayor for her signature.
3. A new contract template has been developed for construction work at River Mill Park for use by the Town Engineer.

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

1. Land Disturbance Report:
  - a. Fairfax Water River Station tank demolition
  - b. Occoquan Heights
  - c. 124 Poplar Alley
  - d. Gaslight Landing
  - e. Vistas at Occoquan
  - f. Rivertown Overlook
2. There were six zoning approvals involving change of use and decks.
3. Discussed the need to update the Chesapeake Bay Preservation Ordinance to reflect changes needed due to the adoption of the Virginia Storm Water Management Program Ordinance.
4. Noted that Kiely Court is in for their third submission; the plans should be ready for the April 14, 2015 Planning Commission meeting.
5. 124 Poplar Alley submitted a minor site plan revision; will be on April 14 Planning Commission agenda.
6. The first Occoquan Heights bond release inspection has taken place.
7. After discussions with staff, we are going to wait until the next fiscal year to pursue the Oaks III property (Tanyard Hill) rezoning request.
8. Fairfax County Planning Commission has recommended approval for the Vulcan Materials rezoning and the Fairfax Water Authority amendments. The items will go before the Fairfax County Board of Supervisors.

9. Mr. Williams provided an update on River Mill Park. He noted that the site plan has been approved and the architectural plans are currently being reviewed by Prince William County. He further stated that Dominion Power will be out next week to remove the pole and lines at the site. Additionally, acceptance of the restroom facility bids will begin March 31st. Mr. Williams will be meeting with VDOT to discuss the foot bridge improvement plans tomorrow. Finally, the Town Engineers are looking for a landscape architect to couple with the structural engineer and U.S. Shade for the canopy structure.

**Report of Town Manager:** Ms. Kirstyn Jovanovich, Town Manager, reported on the following:

1. The Friends of the Occoquan Town Cleanup day is Saturday, April 18, from 9:00 a.m. to 12:00 p.m.
2. The Mamie Davis Park rehabilitation project was done all through donation. Ms. Jovanovich thanked Mr. Brill, Maintenance Supervisor, for coordinating the donations from the various entities.
3. Ms. Jovanovich thanked Vulcan Materials for sweeping sections of the Town.
4. A grant was received through former Mayor Earnie Porta's transportation company to purchase park benches at Mamie Davis Park. The benches will be delivered next week. The current park benches are up for auction on GovDeals.
5. There was a request from Commerce Street businesses for additional signage to bring attention to their shops. Ms. Jovanovich recommended replacing the current signs on Poplar Alley to re-direct businesses up to Commerce as well as down Poplar Alley, as opposed to adding additional signage in town. The sign replacement will cost approximately \$200 and will not increase the number of signs in Town.
6. Currently, staff is focused on spring cleanup. This includes working on the brick sidewalks, cleaning the gas lights, landscaping, and addressing safety issues. Ms. Jovanovich also noted that she is working on rehabilitating the memorial bricks in front of Town Hall.

**Report of Town Treasurer:** Ms. Abigail Breeding presented the Town Tax Delinquency list pursuant to Town Code 58-3 and stated that "I, Abigail Breeding, Treasurer of the Town of Occoquan, after having been duly sworn, do certify that I have used due diligence to collect the foregoing taxes and levies and that I have been unable to collect them."

**Report of Chief of Police:** Chief Levi provided a report on public safety activities during March 2015.

**Boards and Commissions:**

**Architectural Review Board Report:** Councilmember Dawson presented the ARB report, stating that two exterior elevations and three signs were approved. One sign application was denied. Finally, two Certificates of Appropriateness were approved.

**8. Public Hearings****8A. Fiscal Year 2016 Budget Public Hearing**

Mayor Quist opened the public hearing on the proposed Fiscal Year 2016 Budget. There were no comments from the public. Mayor Quist closed the public hearing at 7:29 p.m.

**8B. Public Hearing on Cable Television Franchise Renewal Agreement between the Town of Occoquan and Comcast of Virginia, LLC.**

Mayor Quist opened the public hearing on the Cable Franchise Renewal Agreement between the Town of Occoquan and Comcast of Virginia, LLC.

Ms. Marie Schuler, representing Comcast, spoke to the Council regarding the agreement. There were no other comments from the public. Mayor Quist closed the public hearing at 7:31 p.m.

**9. Regular Business****9A. Request to Approve Cable Television Franchise Renewal Agreement between the Town of Occoquan and Comcast of Virginia, LLC**

It was moved to approve the Cable Television Franchise Renewal Agreement between the Town of Occoquan and Comcast of Virginia, LLC, effective April 7, 2015.

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

**9B. Request to Award Contract for FRP 2014-001, On-Call Building Official Services; Appointment of Town Building Official**

It was moved to award contract for RFP 2014-001, On-Call Building Official Services to Total Construction Solutions (TCS) for an initial term of one-year, effective July 1, 2015. Further, it was moved to appoint Joseph Barbeau of TCS as the Town's Building Official for a one year term effective July 1, 2015.

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

**9C. Request to Approve Agreement to Employ The Engineering Groupe to Serve as Project Administrator for the Construction of the Restroom and Maintenance Facility at River Mill Park**

It was moved to approve the proposal to employ The Engineering Groupe to serve as project administrator for the construction of the restroom and maintenance facility at River Mil Park, subject to contract terms satisfactory to the Town Attorney. I further move to permit the Mayor to sign all associated agreements, contract and other documentation related to the construction of the facility.

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

**9D. Request to Award Contract and Appropriate Capital Funds for Repairs to Asphalt and Curbing on River Road 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 curbing on River Road and appropriate a not to exceed amount of \$29,424 from the Capital Improvement Fund.

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

**9E. Fiscal Year End June 30, 2013 Financial Report.**

It was moved to accept the Fiscal Year End June 30, 2013 Financial Report.

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

**10. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners. Councilmember Brown seconded. **The Motion Carried unanimously.**

The Council came out of closed session at 8:05 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 McGuire seconded. **Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

**11. Adjournment**

The meeting was adjourned at 8:07 p.m.

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Greg Holcomb, Town Clerk