



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

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

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

Other: Karen Cohen, Vanderpool, Frostick & Nishanian, P.C.

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 July 30, 2014 Special Meeting, August 5, 2014 Joint Public Hearing, August 5, 2014 Regular Meeting and the August 19, 2014 Work Session Minutes.

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

5. Councilmember Reports

Councilmember McGuire reported on the August activities of the Planning Commission meeting, which included reviewing the ordinance that allows the Zoning Administrator to review projects and their conforming to American Disability Acts requirements.

6. Mayor's Report

Mayor Quist requested a motion to waive the regular order of business and move the report of the Architectural Review Board Chair up on the agenda.

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.

Architectural Review Board Report

Brenda Seefeldt, Architectural Review Board Chair, reported on the August activities of the

Board, including the approval of one sign application, three exterior elevation applications , and two certificates of appropriateness. In addition they discussed adding a business member to the Board.

Mayor Quist requested that item 8 E, Request to Add a Business Representative to the Architectural Review Board, be moved to the Architectural Review Board Report for discussion.

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

Mr. McGuire inquired into how they Architectural Review Board intended to fill the position. Ms. Seefeldt advised the Council that the ARB does not want to choose the candidate for the position, but feels that Council should decide. She further expressed that they desired someone that will have good communication skills and work to create better cooperation in the business community.

Ms. Barr advised that the process of selecting a new member should be similar to a personnel decision. She further stated that the Council should have an opportunity to interview the candidates and set expectations during the interviews.

It was moved that staff report back with any necessary code changes and advertise for the new position on the Architectural Review Board.

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

Ms. Barr stated the item will be placed on the October Town Council agenda.

7. Staff Reports

Report of the Town Attorney: None

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

1. Land Disturbance Activity report:
 - a. Occoquan Heights
 - b. 124 Poplar Alley
 - c. Gaslight Landing
 - d. Vistas at Occoquan
 - e. Rivertown Overlook
 - f. River station tank demolition
2. Zoning Approvals:
 - a. 309 Mill St. - Use change
 - b. 308 Mill St. - Use change
 - c. 1603 Mount High - Addition of a bay window
 - d. 204 Washington St. - Use change

3. Mr. Reese discussed the grant notification regarding storm water projects that was provided to Council in their agenda packet and stated that there was a minimum requirement of \$200,000 and a need for fifty percent matching funds. Mr. McGuire asked if there were any possible projects to which this could be applied. Mr. Reese stated that the Town should see if Prince William County has any projects that may impact the Town that we could jointly apply for this funding. He further stated that the Tanyard Hill Road property stream degradation issue may be something for which funds like this could be used. He noted that the property has proffers on it and that discussions should be opened back up with the County to have these removed so we can start looking for funding sources for the stream degradation issue and generally improving the property. Mayor Quist stated she will reach out to Supervisor Mike May to begin the discussion.
4. Mr. Reese reported that Occoquan Heights is continuing to comply with sedimentation and erosion control. They discovered a blockage in their Best Management Practice (BMP), which was causing major flooding issues. Mr. Reese stated they are working to make sure that when the developer leaves the site the homeowners are left in a good position to maintain the BMP on their own. Mr. Reese suggested having a meeting with the Home Owners Association before the bond is release to explain that there are implications with maintaining the storm sewer lines.
5. The Virginia Storm Water Management Program (VSMP) package has been submitted to allow the Town to review inspections in house. The Department of Environmental Quality is reviewing the proposal.
6. The trees at Occoquan Heights are being monitored often to ensure that there are no imminent dangers.
7. Mr. Brown asked about the status of the orange fencing at the Vistas of Occoquan. He noted that pieces of the metal fence have been removed and an orange fence has replaced portions of it. Mr. Reese stated he will look into it.

Report of the Town Manager: Ms. Barr, Town Manager:

1. Request for Greg Holcomb, Town Clerk to attend a Library of Virginia document management and Freedom of Information Act training in Richmond.

It was moved to approve a not-to-exceed limit of \$150.00 for the Town Clerk to attend Library of Virginia document management and Freedom of Information Act training in September.

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.

2. A Freedom of Information Act session will be held on October 22, 2014 for Boards and Commissions. Councilmembers are welcome to attend.
3. The air condition unit has been replaced and is in operation at the Annex.
4. There has been an issue with the installation of the sign on Route 123 in reference to its placement. The sign on Tanyard Hill Road has been put on hold until the proffers issue is addressed.

5. A staff logistics meeting for the Fall Arts and Crafts Show is scheduled for Wednesday, September 3, 2014, and Council will be updated at the Work Session Meeting on September 16, 2014.
6. Ms. Barr reported that she will be out of the office from September 25 through October 13, 2014. The Chief will be Acting Town Manager during that period.
7. The recording system has been ordered and installation will be scheduled as soon as possible.
8. The Service Authority reports that the new lift station should be done by the end of the week.
9. Sugar Buzz and Occoquan Inn are two months behind on Meals Tax; Occoquan Heights owes about \$4,000 in E&S Inspections and other fees; and the Clerk and Treasurer are working on Real Estate delinquencies. There are two property owners with nine parcels with delinquencies in the amount of \$661 for FY 2012; and ten people with 13 parcels with delinquencies in the amount of \$1,200 for FY 2013.

Report of the Chief of Police: Provided Town Council with a report on public safety activities in August 2014. Vice Mayor Sivigny thanked Chief Levi for his enforcement efforts.

8. Regular Business

8A. Request to Endorse Proposals Related to the Development of the River Park Facility - Architectural and Engineering

It was moved to approve the proposal with The Engineering Groupe in regards to engineering and architectural services regarding the development of the River Park and associated facilities and approve the short form contract with The Engineering Groupe to complete a topographic survey of the park property, subject to minor amendments made by the Town Attorney.

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

8B. Request to Authorize Advertisement for Vacation of Right of Way, 302 Commerce Street

It was moved to authorize the advertisement for vacation of a portion of the right of way at 302 Commerce Street.

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

8C. Request to Build a Deck and Fence within Storm Drainage Easement - 1423 Occoquan Heights Court

It was moved to grant permission for the homeowner of 1423 Occoquan Heights Court to erect a fence as shown on the attached sketch provided by the homeowner that meets Town Code

requirements on the condition that the Town will have necessary access to the easement and that the Town may remove or demolish all or part of the fence at any time that it determines, in its sole and absolute discretion, that doing so is necessary or beneficial to the Town, and under no circumstances will the Town be responsible for replacement, repair, or maintenance of the fence.

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

8D. Request to Award Contract for Fiscal Year 2014 Audit

It was moved to award a contract to Robinson, Farmer, Cox Associates to perform the Town's FYE 2014 audit.

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.

8F. Request to Change 2014 Town Holiday Schedule

It was moved to adjust the Town's observed legal holiday schedule for 2014 to permit Town offices to be closed a half day on Wednesday, December 24, 2014, closed for a full day on Thursday, December 25, and closed for a full day on Friday, December 26, 2014.

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.

8G. Request to Change November 2014 Town Council Regular Meeting Date

It was moved to move the regular Town Council meeting of November, 4 2014 to Wednesday, November 5, 2014.

A motion was made by Councilmember Dawson, 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 8:05 p.m.

Greg Holcomb, Town Clerk