



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Wednesday, November 8, 2017**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Chris Coon, Town Clerk

**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 for the October 3, 2017 Regular and October 17, 2017, Work Session meetings.

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

**5. Councilmember Reports**

Councilmember Dawson reported that ARB had one Exterior Elevation that was approved for 313 Mill Street.

**6. Mayor's Report**

None.

**7. Staff Reports**

**A. Town Attorney:** Mr. Crim, Town Attorney, reported on the following:

- i. Small Cell Facility** - Mr. Crim reported a draft franchise agreement and site license has been provided to Mobilitie. They have provided comments on the franchise agreement and the Town is waiting for their comments regarding the site license. He also indicated that each time Mobilitie wanted to install a small cell facility they would need to come to Town Council.
- ii. Recodification** - Mr. Crim reported he provided his comments to Town Staff.

Councilmember Drakes inquired about the powers Town Council had for approving or denying Mobilitie requests. Mr. Crim stated that it would be presented to Town Council and the Council would review for public safety concerns. He also indicated that in the Historic District the request would have to adhere to the ARB Guidelines.

- B. **Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda. No questions were received.
- E. **Town Treasurer:** Ms. Rodriguez was not present; however, a treasurer's report was submitted during the meeting. No questions were received.
- F. **Chief of Police:** Chief Linn provided a report with the agenda. He also reported that Jorge Feliciano resigned as an auxiliary officer.

Vice Mayor Sivigny inquired about if the \$200 additional fine for speeding on Washington Street and Tanyard Hill Road has been applied recently. Chief stated that one speeding ticket has been enforced and the additional \$200 fine was not applied.

**G. Boards and Commissions:**

**Planning Commission:** Chairman McGuire reported that the Planning Commission discussed organizational matters.

**8. Regular Business**

**8A. Request to Approve Site Plan for 113 Poplar Lane**

It was moved to approve the site plan for 113 Poplar Lane – Pool Improvement, contingent on the purchase of phosphorus credits and completion and submission of erosion and sediment control bond and agreement.

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

**8B. Request to Approve Subdivision Plat for 205 Union**

It was moved to recommend approval of the 205 Union Street Subdivision Plat.

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

**8C. Request to Set Not-To-Exceed Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles**

It was moved to set a not-to-exceed amount of \$4,500 for the purpose of mounting and maintaining holiday wreaths, and repairing electrical outlets on Dominion poles.

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

**8D. Request to Approve Not-To-Exceed Amount for Manufacture of Hardware and Installation of Light Facilities on Pedestrian Bridge**

It was moved to set a not-to-exceed amount of \$5,000 for the manufacture of hardware and the installation of light facilities along the VDOT pedestrian bridge.

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

**8E. Request for Consideration of Reappointment of Members to Architectural Review Board**

It was moved to reappoint Brenda Seefeldt and Carol Bailey to the Architectural Review Board, effective November 8, 2017.

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

**9. Closed Session**

Vice Mayor Sivigny moved that the council convene in closed session to discuss the following permitted by the Virginia Code Session 2.2-3711(A)(1), a personnel matter involving appointment or promotion of particular officers or employees. Also, to discuss the following permitted by the Virginia Code Session 2.2-3711(A)(8) consultation with of legal counsel or another matter involving advice of counsel, specifically River Mill Park construction. Councilmember McGuire seconded. The motion carried unanimously. Closed Session began at 7:25 p.m.

The Council came out of closed session at 8:26 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 Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to no longer have the Town administer or enforce the Building Code, allowing Prince William County to do so, pursuant to the Virginia State Code.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, 4 Ayes (Drakes, Fithian, McGuire, Sivigny) and 1 Nay (Dawson), motion passes 4-1.**

It was moved to allow Town staff to take appropriate action as it was discussed during the Closed Session in regards to River Mill Park.

**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.**

**10. Adjournment**

The meeting was adjourned at 8:28 p.m.

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Christopher Coon, Town Clerk