



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Wednesday, June 5, 2018
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; Christopher Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Recognition of Service

- a. Mayor Quist presented outgoing Councilmembers Drakes and McGuire with plaques for their service to the Town of Occoquan.
- b. Vice Mayor Sivigny presented Mayor Quist with a plaque in recognition of service to the Town of Occoquan.

4. Citizens Time

None.

5. Approval of Minutes

It was moved to approve the minutes of the May 2, 2018 Regular Meeting and the May 23, 2018 Special Session.

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

6. Councilmember Reports

Councilmember Fithian reported the stop sign on Tanyard Hill Road and Union Street needs to be turned to only allow drivers on Tanyard Hill Road to be able to see it. She also wanted to address the fact that home businesses are not allowed to receive clients in their homes.

Councilmember Drakes wanted to thank town staff for their work during the weekend of the Spring Craft Show. He wanted to thank Town Council and staff for the position that the Town is in currently. He asked the incoming Town Council to follow the Town's strategic plan and keep the commitment to public safety. He wanted Town Council to engage in spirited debate to ensure correct decisions are made. He wanted Council to know that the people who were important were the citizens that brought issues to the Council's attention. He thanked the Town for the honor to serve.

Councilmember McGuire wanted to thank everyone for his five years of service. He recommended that in moving forward it is important to remember that Occoquan is a small community, and if it loses the small town feel, they would never get it back.

7. Mayor's Report

Mayor Quist reported the Town has contracted with Craig Gearhart to provide assistance with filling the Town Manager position. There was a meeting with Imagine Marketing for the website redevelopment project, and they will have an eight week long process for the website update. Also, staff is in the process of scheduling a meeting with Prince William County Public Works to review the staff report on stormwater.

8. Staff Reports

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

- i. **BZA** – Mary-Ann Phelps' term has expired. Chris Hardy has resigned from BZA leaving only three members. A quorum for the BZA is three members. Mr. Crim suggested trying to get additional members to serve on the BZA.
- ii. **River Mill Park** – The issues should be able to be resolved in the near future with minimal cost to the Town.
- iii. **State Legislation** – Mr. Crim wanted to correct his report from the May Town Council Meeting. He reported there is no new legislation in regards to distracted driving.

Councilmember Fithian inquired about the current law regarding cell phone use. Mr. Crim stated the current law is that you can not text, dial, read an email or text. There are some exceptions that allow you to call 9-1-1 in an emergency and you can read your GPS. He stated that you are not allowed to enter multiple digits on your phone while driving.

B. Town Engineer: Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda.

Councilmember Drakes inquired about the status of the Kayak and Canoe Ramp. Mr. Reese stated that the Town is in the same position it was in after receiving the original bids in 2017.

Ms. Jovanovich stated that the same grant is available for application for additional funding. She stated that the Town could try and get additional grants to cover the funding gap. Ms. Jovanovich also stated that the Town has reached out to Prince William County to see if there is any opportunity for them to provide some funding for the project.

Councilmember McGuire inquired about the size of the funding gap for the Kayak and Canoe Ramp. Mayor Quist and Ms. Jovanovich believed that the gap was approximately \$115,000.

Councilmember Fithian inquired if the original funding for the project would expire if the project was unable to move forward. Mr. Reese and Ms. Jovanovich stated that the

Town has one year to find additional funding. They also stated if the project was unable to move forward, then the ability to use those funds would expire.

Councilmember Fithian inquired if there were any restrictions on public and private partnerships. Ms. Jovanovich was unaware of any restrictions.

- C. **Building Official:** The Building Official's report was submitted as part of the meeting agenda. Mr. Crim also informed Town Council that the County could provide the dollar value of the improvements if desired.
- 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, Town Treasurer, submitted the Third Quarter report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Chief Linn submitted a report as part of the meeting agenda. He also reported the following:
 - i. **Communication-** Chief Linn indicated that he has had several meetings with Prince William County Police to improve communication between the Town and County officers. This includes town officers attending regular roll call meetings with the County.
- G. **Boards and Commissions:** No report for ARB or Planning Commission.

9. Public Hearing

9A. Public Hearing and Action to Award Franchise: O-2018-02, Granting a Small Cell Facilities Franchise to Permit Use of Public Right-of-Way Within the Town Limits for Location of Telecommunications Equipment on Existing Utility Poles

Mayor Quist called the Public Hearing to order at 7:28 p.m.

No comments were received.

Mayor Quist closed the Public Hearing at 7:28 p.m.

The Town received one bid. Mobilitie submitted a bid for one dollar in addition to the fees listed in the franchise, which was accepted by Town Council. The bid was marked in accordance with Virginia State Law.

It was moved to approve Ordinance O-2018-02 to grant the Small Cell Facilities Franchise as presented to Mobilitie, Inc.

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. Regular Business**10A. Request to Approve Revised Development Fee Schedule**

It was moved to approve the revised building fee schedule as presented, effective June 5, 2018.

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

11. Adjournment

The meeting was adjourned at 7:43 p.m.

Christopher Coon
Town Clerk