



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 3, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire
Absent: Councilmember Jim Drakes
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 September 5, 2017 Regular and September 19, 2017, Work Session meetings, with amendments.

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

5. Councilmember Reports

Councilmember Fithian wanted to thank volunteers for all of the help provided during the Craft Show.

Councilmember McGuire stated that 113 Poplar Lane requested an emergency meeting of the Planning Commission to review a site plan to install a swimming pool. The request was declined because after speaking with the Town Engineer, there was no reason to call an emergency meeting. That item will be presented at the next regular Planning Commission meeting.

6. Mayor's Report

- Mayor Quist reported a successful Craft Show and wanted to thank volunteers and Julie Little, Events and Community Development Director. She said the bus ridership had increased from previous shows, resulting in setting a new bus revenue record.
- Vice Mayor Sivigny will be the Council representative on the Town's Budget Committee for FY 2019.
- The Mayor and Town Manager continue to meet with Supervisor Anderson and her staff to keep them informed about the parking and traffic study. Supervisor Anderson's office is conducting traffic studies on intersections along Old Bridge,

which may provide us with additional information on traffic patterns that impact the Town.

- Mayor Quist has continued to make progress with the Tanyard Hill proffer release through working with Supervisor Anderson's office and will provide an update when it becomes available.
- The Board of County Supervisors approved Supervisor Anderson's grant submission to the Transportation Alternatives Program (TAP) that includes improvements within the Town of Occoquan. This would provide funding to the Town for construction of two ADA compliant intersections, including ramps.
- Mayor Quist and the Town Manager met with the Director and Assistant Director of the Prince William County Parks and Recreation Department. The meeting was prompted by Discover Prince William becoming part of the Parks and Recreation Department. The Town is currently in lease negotiations with the Parks and Recreation Department for the Visitors Center and the County is planning interior renovations.
- Mayor Quist reported on a successful Parking and Traffic Study community meeting. She indicated that the meeting helped to inform Town stakeholders about the process and how the Town plans to move forward.

7. Staff Reports

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

- i. **Recodification** - Mr. Crim reported he reviewed the Town Code to see if he could identify anything that was missing or needed to be addressed. He has prepared a draft memo that will be presented to the Town Manager by the end of the week.
- ii. **Small Cell Facility** - Mr. Crim reported a draft franchise agreement for Mobilite and the draft has been provided to Town Staff. He stated that there will be a required Town Council action based on the timeframe that Mobilite would like to have the franchise.
- iii. **Live Venue Ordinance** - Mr. Crim stated he has created a word document to allow amendments by staff.

Councilmember Fithian inquired if the Small Cell Facility means a Cell Tower. Mr. Crim indicated that this is a small unit similar in size to a transformer.

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

- i. **River Mill Park Bathhouse**- Mr. Reese stated that the Town has been in discussion with an Architect regarding the water issues in the basement and they provided a quote for \$5,000 for significant work and study to identify the issues with moisture.

Councilmember Fithian inquired if the \$5,000 was to search for a solution or included the solution as well. Mr. Reese stated that it was only for the search to identify the problems and suggest possible resolutions and the cost of those resolutions.

Councilmember McGuire inquired about who is responsible for the error that caused the problem. Mayor Quist stated that the Town needs to know specifically what is wrong

with the Bathhouse then the Town can go back to the responsible party. Mr. Crim stated that from a litigation perspective, it would be very beneficial for the Town to have a professional diagnose the problems with the Bathhouse, and be able to testify.

Councilmember McGuire inquired about what is the summary of the issue that is happening at the Bathhouse. Mr. Reese stated that he believes it is a combination of several things. He believes the water inside the building is not controlled correctly and the HVAC system in the storage area is not sized appropriately. He also stated that it is a complicated system to keep the air regulated in the basement area.

Councilmember Fithian inquired if there was a building warranty. Mr. Crim stated that is a discussion for Closed Session.

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.

Vice Mayor Sivigny inquired about the status of the Verizon Cable Utilities. Ms. Jovanovich stated that there will be follow up prior to the next Town Council Meeting.

E. Town Treasurer: Ms. Rodriquez 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 packet and reported on the introduction of the new Auxiliary Officer III, Brent Parker.

Councilmember McGuire inquired about the impersonating of an officer and soliciting funds that was noted in the monthly report. Chief Linn indicated that he received a phone call from an individual in New York City. The individual stated they received a phone call from a Deputy Sheriff from the Town of Occoquan who was soliciting funds from that individual.

Councilmember McGuire inquired about the discovery of a firearm in the Occoquan River during the Craft Show. Chief Linn indicated that Patriot Scuba discovered the firearm while in the River. Chief Linn also indicated that the firearm seemed to have been underwater for a significant amount of time.

G. Boards and Commissions:

Architectural Review Board: Ms. Seefeldt reported that the ARB approved one exterior elevation application and two applications for new members have been presented to Town Council for approval.

Planning Commission: No report.

8. Regular Business

8A. Request to Set Not-To-Exceed Amount for Gaslight Maintenance

It was moved to set a not-to-exceed amount of \$10,000 for the maintenance of gaslights within the historic district.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, 3 Ayes (Dawson, Fithian, and Sivigny) and 1 Nay (McGuire), motion passes, 3-1.

8B. Request to Set 2018 Town Holiday and Meeting Schedule

It was moved to approve the 2018 Town Council meeting and holiday schedule as presented.

A motion was made by Councilmember Fithian, seconded by Councilmember Dawson 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 Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews with candidates for employment or appointment, specifically Boards and Commissions and other personnel matter related to a specific individual, Volunteer of the Year Award. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:38 p.m.

The Council came out of closed session at 7:49 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 Fithian seconded.

Motion passed, Ayes - Councilmember Fithian, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Laurie Holloway to the Architectural Review Board (ARB) for a term effective October 3, 2017, and Stewart Emenheiser to the ARB as the business representative to fill the unexpired term of Kathy Alden.

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

The meeting was adjourned at 7:50 p.m.

Christopher Coon, Town Clerk