



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, March 1, 2016
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Tyler Brown, Matt Dawson, Jim Drakes, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Abigail Breeding, Town Treasurer; Mike Vanderpool, Vanderpool, Frostick, & Nishanian

Absent: Chris Coon, Town Clerk

1. Call to Order

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

2. Pledge of Allegiance

3. Citizen's Time

None.

4. Approval of Minutes

It was moved to approve the minutes of the February 2, 2016 Special and Regular Meeting and the February 16, 2016 Work Session Meeting minutes.

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

5. Council Member Reports

Council Member Brown stated that he would not be running for re-election due to job opportunities outside of the Region.

Council Member McGuire stated that the Planning Commission is working on the comprehensive plan update and are deciding on the locations and dates for public hearings and work sessions.

6. Mayor's Report

None.

7. Staff Reports

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

1. The PWC Building Appeals Board unanimously upheld the Town's Building Official denial of a plumbing permit made by Chris Kiely. Mr.

Kiely appealed that decision to the State Board on February 22, 2016. The State Building Code and Technical Review Board has said they may schedule a conference for fact-finding purpose or may draft staff document for review by the parties. The paperwork that was sent to the local board will be sent to the State Board.

2. Mr. Crim provided an update to previous bills mentioned last Town Council Meeting:
 - i. All of the Body-worn camera bills died in committee. Prince William County is still moving forward with its policy on Body-worn cameras and this policy will be reviewed before the decision will be made to follow this policy or the state model policy and if changes to either will be needed.
 - ii. The Limited Residential Lodging Act (Airbnb Bill) was re-referred to the Senate Finance Committee. This will include a model ordinance for the Town to adopt if Town Council feels the need.
 - iii. All other Bills mentioned last meeting either, died or were continued to the 2017 General Assembly Session.
- B. Town Engineer:** Mr. Reese, Town Engineer, reported on the following activities:
1. Land Disturbance Activity report
 - a. Vistas at Occoquan – Still has an active permit
 2. River Mill Park update – The handrails for the bridge are under fabrication and installation should begin in five weeks. The Load letter has been amended and has been approved by the Town. When Dominion receives that letter, they will install power. For Phase II, Fairfax Water Authority has approved plans and on March 2, 2016, there is a pre-construction meeting with the Town contractor and The Engineering Groupe.
 3. Occoquan Heights stormwater management system and the bypass were working after a recent heavy storm. There was water shooting up into the air at the bottom of the hill, but that did not cause any problems for the operation of the bypass. Now that the storm water management system and the bypass are installed, it is the responsibility of the Home Owners Association to maintain.

Vice Mayor Sivigny inquired about the overflowing at the top of the hill and if the bypass begins working when the filter is clogged in the stormwater management system. Mr. Reese stated that overflow happens whenever there is too much water for the storm management system to handle. He said that those storms will happen but he hopes that there will be some growth of vegetation on the hillside to help prevent erosion when those storms do occur.

Vice Mayor Sivigny inquired that if the HOA is having problems with erosion if there will be action required by the Town. Mr. Crim stated that it would not be the direct responsibility of the Town, but there are things that the Town could do to

help the HOA. Vice Mayor Sivigny inquired about placement of a berm at that location and if that is still a possibility. Mr. Reese stated that the berm would be one of the cheaper solutions if the problem persists.

Council Member Brown inquired about the River Mill Park Phase I completion date. Mr. Reese stated that he did not know the specific date. He stated that outside agencies required several revisions, which prolonged the process.

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, Town Manager, submitted a manager's report as part of the agenda and held further discussion on the following:

- a. Comcast Cares Day volunteer workday will be on April 30, 2016. There will be a walk through next week. More information about what jobs can be completed, how many people that will be needed, and what resources will be required will be available after the walk through.

Vice Mayor Sivigny inquired about painting the curb in front of Mamie Davis Park yellow during the next curb painting day. As well as installing possible signage where individuals turn right from Commerce Street to Route 123. Ms. Jovanovich stated that she would inquire with VDOT about what signage would be appropriate for that location.

Councilmember McGuire inquired about possibly doing something in memory of Officer Ashley Guindon, the Prince William County police officer killed in action. This topic will be scheduled for a future work session agenda for discussion.

In follow up to a previous resident's inquiry, Councilmember Brown inquired about mail delivery in the town. Ms. Jovanovich stated that she was in the process of reaching out about the possibility of cluster boxes in the different communities in Occoquan. After The Council discussed this issue further, they decided that the issues citizens have with the Post Office should be brought to the concern of higher-ranking officials in the Postal Service by the citizens and not the Town. The Council advised Ms. Jovanovich to forward her contact information with the Postal Service to David Irwin and any other concerned citizen that would like that information.

E. Chief of Police: Chief Levi provided his February 2016 report with the agenda packet. No questions were received.

F. Boards and Commissions:

Councilmember McGuire had no additional report from the Planning Commission.

Ms. Brenda Seefeldt reported for the Architectural Review Board – during the February meeting, one sign application was approved.

8. Regular Business

A. Request to Make Town Position Appointments

It was moved to appoint Stan Orndorff as Asst. Town Engineer, Asst. Zoning Administrator, Asst. Subdivision Agent; Bruce Reese as Town Engineer, Asst. Zoning Administrator, Asst. Subdivision Agent, Asst. Floodplain Manager; Ned Marshall as Zoning Administrator, Subdivision Agent, Asst. Town Engineer; Town Manager Kirstyn Jovanovich as Floodplain Manager; and Christopher Coon as Town Clerk.

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

B. Request to Approve After-the-Fact Snow Removal Expenditures

Councilmember Drakes inquired about if a letter of thanks was sent to Vulcan for their help with snow removal. Ms. Jovanovich stated one will be sent.

It was moved to approve after-the-fact snow removal activities in the amount of \$13,265.

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.

C. Request to Contract with Berkley Group to Perform Comprehensive Plan Update as it Relates to the Chesapeake Bay Act

Mayor Quist inquired about the different timelines that the Town is on and the Berkley Group presented. Ms. Jovanovich stated that she would make a note of it and that could be amended.

It was moved to enter into a contract with The Berkley Group in the amount of \$5,000 to provide planning services to amend the Town's Comprehensive Plan in accordance with the requirements of Phase II of the Chesapeake Bay Preservation Act utilizing Chesapeake Bay Implementation Grant Funds.

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

D. Appointment to the Board of Zoning Appeals

It was moved to submit the following individuals for consideration of appointment to the Board of Zoning Appeals to the Prince William County Circuit Court: Vicky Somma, Earnie Porta, and Betty Dean.

A motion was made by Councilmember McGuire, seconded by Councilmember Brown 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 as permitted by Virginia Code Section 2.2-3711(A) (3), a matter involving acquisition of real property for public purposes. Councilmember McGuire seconded. The motion carried unanimously.

The Council came out of closed session at 7:57 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.

10. Work Session Business

A. FY 2017 Proposed Budget Discussion

Ms. Jovanovich requested that the Town Council identify a tax rate that they would like to set for the Proposed FY 2017 Budget and to advertise for the upcoming public hearings. She provided a presentation on the proposed revenues and expenditures, with focus on the six priorities established by Town Council during the FY 2016 budget process.

She stated that properties were reassessed in 2016 and that there is an estimated 1.8% increase in assessments over last year. With no Real Estate Tax increase, there would still be an additional \$3,500 of revenue based on the increase in real estate assessments. If the Town increased the Real Estate Tax Rate by one cent, that would generate approximately \$18,000 in additional revenue.

Ms. Jovanovich stated that if there was no increase in the Real Estate Tax Rate there would be about a \$30,000 funding gap in expenditures. If The Council increases the Real Estate Tax Rate by one cent then the funding gap would be approximately \$12,000. One issue that Ms. Jovanovich is working to resolve is ensuring the Building Official expenditures and revenues equal by end of year.

The Council discussed advertising the Real Estate Tax Rate at \$0.13 cent per \$100, but basing the budget on a \$0.12 rate for FY 2017. As a reminder, by law, the Town Council can advertise a higher rate and adopt lower, but can never adopt a higher rate than what was advertised. Historically, the Town has advertised a higher rate than what was adopted.

Important upcoming budget dates were announced:

April 5 - Public Hearing on Proposed Budget

April 26- Public Hearing on Tax Rate (additional meeting)

May 4 - The adoption date for the Budget and Tax Rate

Ms. Jovanovich stated that she would revise the budget for the next Work Session Meeting on March 15, 2016. Mayor Quist stated that if any Councilmembers have questions about the budget to ask before the Work Session Meeting to allow ample time to answer the questions before the Meeting.

11. Adjournment

The meeting was adjourned by Mayor Quist at 9:11 p.m.

Christopher Coon
Town Clerk