



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 6, 2015
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, Jim Drakes, J. Matthew Dawson, and Tyler Brown
Staff: Kirstyn Jovanovich, Town Manager; Chief Sheldon Levi, Town Sergeant/Chief of Police; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Abigail Breeding, Town Treasurer; Krista Forcier, Craftshow Director; Greg Holcomb, Town Clerk.

Absent: None

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizen's Time

Ms. Brenda Seefeldt, 309 Commerce St., noted that she has been a resident for 18 years and this year's Fall Arts and Crafts Show was wonderful. She stated that the turnaround time of moving vendors out of town after the show was fast, volunteer involvement was the best she has seen, and she heard a lot of comments regarding how well the show went.

Ms. Carol Turner, 106 Poplar Lane, stated that there has been an increase in water in her backyard coming from the Woodlee Terrace Apartments retaining wall project. She asked if there was an erosion issue or new drainage going in.

Mr. Reese responded that he has not seen the results from the rainfall, however, the Assistant Zoning Administrator has and they believe it is a temporary problem. He further noted that by Town Code the developer is not required to submit a drainage plan due to the size of the project. He stated that the Town will continue to monitor the project.

4. Approval of Minutes

It was moved to approve the minutes of the September 1, 2015, Regular Meeting and Public Hearing minutes and the September 15, 2015 Special Meeting minutes.

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

5. Council Member Reports

None

6. Mayor's Report

Mayor Quist reported that she had recently attended the second meeting of the Convention and Visitors Bureau (CVB) Task Force for the second time regarding the Visitor's Center. She asked Ms. Jovanovich to place the topic on the October work session to have a further discussion with the Council. She noted that the CVB had identified funding to keep the Visitors Center operational through February 2016.

7. Staff Reports

Report of Town Attorney: Mr. Crim, Town Attorney, reported on the following:

1. He noted that he will be presenting at a conference regarding the Town of Gilbert Supreme Court Case regarding restrictive signage. He noted that he will be using the Town's interim ordinance as an example and a template for other communities to use.

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

1. Land Disturbance Report:
 - a. Occoquan Heights
 - b. Vistas of Occoquan
2. Working with the Department of Conservation and Recreation (DCR) to update the Town Code regarding the floodplain ordinance to bring the Town into further compliance with FEMA.
3. We may have our Chesapeake Bay ordinance reviewed. This happens every few years.
4. Have a meeting scheduled with the Occoquan Heights Developer regarding bond release and other issues with the project.
5. River Mill Park Update:
 - a. Phase I is ongoing. The utility trench is complete, the temporary utility pole has been installed.
 - b. The foundation work will begin soon and the wall is being reviewed.
 - c. There are ongoing conversations with Fairfax Water regarding Phase II. There are issues with the weight limits on the site and a structural engineer is reviewing the situation. We should have a report by the end of the month to determine if a pickup truck can be driven on the site for periodic maintenance.

Mayor Quist asked Mr. Reese if there would be any preparation work needed by staff to assist with the Chesapeake Bay ordinance review. He stated he would not be surprised if activities came up due to the review.

Mayor Quist also asked if there were concerns regarding the pavilion weight on the site as well. He stated that the review covers all weight loads on the site.

Vice Mayor Sivigny asked if he believed there would be any push back from Occoquan Heights regarding the bond release. Mr. Reese stated that there will likely be some, however, they will want to get off bond and finish the project.

Report of Town Manager: Ms. Kirstyn Jovanovich, Town Manager, submitted a manager's report and held further discussion on the following:

1. Ms. Jovanovich added that the conversation regarding load limits on the new park site also includes the restriction of construction equipment needed to construct the pavilion facility on the site.
2. Discussed the canoe and kayak ramp grant. She noted that it is an 80/20 matching grant that Town has to pay up front and be reimbursed. She stated that the total project cost would be about \$145,000. She said there could be additional funding to cover costs over the grant amount and DCR staff would assist with identifying and securing those additional funds; however, that is not guaranteed.

Mr. McGuire asked how much the Town is receiving for the project. Ms. Jovanovich responded that the grant is for \$100,000. He further asked about the study that has held up the grant up to this point. Ms. Jovanovich stated that the grantor is stating we need the study and the Corp of Engineers states we do not. However, we are starting from the beginning and will provide the grantor with the proper information. She further noted that the Town has a permit for the project but it expires at the end of this year. She asked the Council if they wanted to pursue the project. There were no objections.

3. Ms. Jovanovich requested \$125 in travel reimbursement for Ms. Abigail Breeding, Town Treasurer to attend the VaCO/ VML conference in Richmond regarding the investment pool.

It was moved to approve a not to exceed amount of \$125 for Ms. Breeding to attend the conference.

A motion was made by Councilmember Drakes, seconded by Councilman McGuire. The motion carried by poll vote, unanimous.

4. Vice Mayor Sivigny asked if the residents at Gaslight Landing were satisfied with their meeting with her.

Ms. Jovanovich stated that she believed they were disappointed with a few things, but understood the issues. She further stated that she offered to assist them with the ARB process once they determine the type of signage they want to install. She stated that there was some disappointment regarding the fencing they wished to place across the entrance from the development on to the boardwalk, which is an easement for Town maintenance and emergency response. Mr. Crim stated that this was an ingress/egress easement and they can limit public access to the development, but not to the boardwalk.

Mayor Quist asked if the Town is responsible to limit access to their development. Mr. Crim stated we would only have to respond to a request for police if someone calls because of trespassing. Vice Mayor Sivigny also asked if we have addressed their concern with the end of the boardwalk ending abruptly and having people climbing over the railing to jump onto private property. Mr. Crim stated we can address that as a police matter. He further stated that appropriate signage may be required, such as a no exit beyond this point.

Ms. Jovanovich also stated that the residents were concerned with lighting as well. She stated that she is working on a lighting solution.

Report of Chief of Police: Chief Levi presented his September 2015 report.

Report of Building Official: Mr. Barbeau submitted his September 2015 report.

Architectural Review Board Report: Councilmember Dawson, provided a report on the ARB:

1. There were three signs approved and one exterior elevation approval.

Planning Commission Report: No report.

8. Regular Business

8 A. Request to Accept FYE 2014 Financial Audit

It was moved to accept the FYE 2014 Financial Audit.

A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny. The motion carried, unanimous.

8 B. Request to Adopt an Ordinance Amending Chapter 62 of the Town Code Relating to Snow Emergency Routes.

It was moved to adopt an ordinance to amend Chapter 62 of the Town Code relating to snow emergency routes. It was further moved to approve the purchase of Snow Emergency Route Signage in an amount not to exceed \$1,500.

A motion was made by Councilmember Drakes, seconded by Councilmember Dawson. The motion carried, unanimous.

8 C. Request to Award Contract for a Document Management System

It was moved to approve the purchase of Treneo Software as the Town's document management system for an amount not to exceed \$6,000.

A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny. The motion carried by poll vote, unanimous.

8 D. Request to Award Contract for Town Hall Roof Replacement

It was moved to award a contract not to exceed \$15,000 for Town Hall Roof Replacement from FY 2016 CIP - Public Works. It was further moved to allow the Town Manager to choose the contractor.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Drakes. The motion carried by poll vote, unanimous.

9. Adjournment

The meeting was adjourned at 8:11 p.m.

Greg Holcomb
Town Clerk