



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 6, 2018
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

1. Call to Order

Mayor Quist called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes of the February 6, 2018 Regular Meeting and February 20, 2018 Work Session Meeting.

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

5. Councilmember Reports

No Report.

6. Mayor's Report

Mayor Quist, Ms. Jovanovich, and Mr. Reese met with Prince William County staff in regards to stormwater management. Prince William County indicated that they would help with stream remediation, grant opportunities, a high-level mapping exercise of the Town's stormwater system, creating a plan to determine how to maintain an independent stormwater management program, and research what happened in 1993 when the Town opted out of the Prince William County Stormwater Management Program.

7. Staff Reports

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

- i. **River Mill Park** – Prince William County has issued notices of violation for the heaters and the water issues in the basement. Mr. Crim and staff have been providing documentation to Miller Brothers at their request to allow them to respond to the notices of violation.

- ii. **Planning Commission Bylaws** – Mr. Crim provided his suggested revisions to the bylaws to ensure legal compliance and smooth functioning of the Commission.
 - iii. **Tanyard Hill** – Mr. Crim assisted Ms. Jovanovich and Mr. Reese with ensuring that the Comprehensive Plan amendment and rezoning are consistent with the existing conservation easement.
 - iv. **HB1427/SB823** – These bills provide for standardized fees for wireless support structures in public rights of way. They have passed both houses and are awaiting the governor’s signature.
 - v. **Dominion franchise** – Dominion has submitted their template for a new franchise to replace their existing franchise, which expires April 12, 2018. Mr. Crim is in the process of reviewing it and proposing revisions.
- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. He also reported the following:
- i. **Kiely Court-** Mr. Reese stated the plat has been picked up for recordation. There is no verification if it has been recorded at this time.
- C. Building Official:** The Building Official’s 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. She also reported the following:
- i. **Parking and Traffic Study** –Ms. Jovanovich recommended to forward the study to the Planning Commission for review and recommendations.
- E. Town Treasurer:** Ms. Rodriguez, Town Treasurer, submitted a 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. **Pedestrian and Driver Safety Program** - Chief Linn stated that the program was going to address several functions to include education, visibility, and enforcement. Chief Linn indicated that he plans to begin the enforcement function in May and coordinating that with the education function, handing out brochures to drivers and pedestrians.

Councilmember McGuire inquired who would be receiving the brochures and indicated that he believed that the biggest problem with pedestrian safety occurs during rush hour traffic. Chief Linn indicated that the brochures would be given to drivers and pedestrians. He also stated that the drivers that were coming into Town would be given a brochure when they stopped at the intersection of Washington Street and Commerce Street.

Vice Mayor Sivigny inquired if it would be practical to stop vehicles at the intersection of Washington Street and Commerce Street during rush hour. Chief Linn stated that he would look into that and report back to Town Council. Ms. Jovanovich stated that this

program is going to be implemented before knowing if the Town has received the grant funding. If the Town does receive the grant funding then this program can expand.

Councilmember Fithian inquired if they could also pass out brochures at the intersection of Washington Street and Mill Street or put the brochures under windshield wipers during the Concerts. Chief Linn stated that he was fearful of people driving off with them on the window and creating trash in the roadways.

Councilmember McGuire inquired about the cost of the grant. Chief Linn indicated he would have to check for the requested amount and report to Town Council.

Mayor Quist inquired about when the program is scheduled to be implemented. Chief Linn stated that his plan was to begin in May with the Concert Series and more pedestrians in Town. Ms. Jovanovich stated this program was developed at the request of Councilmember Drakes. Chief Linn has already begun the enforcement function of the Pedestrian and Driver Safety Program and the scope of the program will be larger if the grant is awarded to Town.

G. Boards and Commissions: Chairman Seefeldt reported ARB worked with VFW on their Banner proposal. Councilmember McGuire reported the Planning Commission worked on updating their bylaws.

8. Regular Business

Move Item 8D to the beginning of Regular Business

It was moved to move Item 8D to beginning of Regular Business.

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

8D. Request to Permit Prince William County to Enforce Virginia Building Maintenance Code Within the Town of Occoquan

Lance Houghton, 127 Washington Street, stated he was strongly opposed to this because it is private citizen complaint driven and it would be complicated with Occoquan's Historic buildings.

After Council discussion and multiple questions unable to be answered without a Prince William County Building Official representative, it was moved to defer this item to a later meeting.

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

8A. Request to Accept FYE 2017 Financial Audit

It was moved to accept the Fiscal Year End June 30, 2017 Financial Report.

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

8B. Request to Approve Town Election Newsletter Mailing

It was moved to approve the development and mailing of a 2018 Town Election Newsletter mailing.

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

8C. Request to Approve Purchase of Replacement Incident Based Reporting System

It was moved to set a not-to-exceed amount of \$5,000 from the FY2018 CIP for purposes of purchasing an IBR system license for the Occoquan Police Department.

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.

8E. Request to Contract On-Call Financial Consulting Services

It was moved to enter into a contract with Minor and Associates, PLLC for financial consulting services for an amount not-to-exceed \$5,000.

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.

8F. Request to Set not-to-Exceed Amount for Exterminator and Electrician Services for Mill House Museum

It was moved to set a not-to-exceed amount of \$2,500 for critter removal and electrician services at the Mill House Museum.

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

9. Work Session

9A. FY 2019 proposed Budget Work Session (continued from February 2018 Work Session)

Ms. Jovanovich stated that today she would be presenting an update of the General Fund and discuss the CIP fund and projects. She indicated that after receiving the full 2017 meals tax data there was a decrease of half a percent from 2016 to 2017 and as a result the budget has been updated to show the FY 2019 proposed Meals Tax as \$218,000. With the change in the proposed meals tax revenue there will be cuts made to administrative costs, newsletter, and computer support funding.

Ms. Jovanovich reported the projected revenue for the CIP fund from the Craft Show is \$102,000 after cutting sponsors and service vendors from the show. She gave an update of the FY 2018 CIP projects that are in progress or completed. Ms. Jovanovich asked for some direction from Town Council on which planned CIP projects should be completed this fiscal

year based on available funding. Town Council instructed Town Staff to receive quotes on certain CIP items before making a decision. Restriping streets and Town Hall lower level renovations have been deferred to a later date.

Town Council also discussed the CIP priorities for FY 2019. The budget will be prepared using those priorities.

10. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving performance evaluation or job assignments of all employees and salary or other compensation of all employees. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 9:23 p.m.

The Council came out of closed session at 9:44 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 proceed as discussed in closed session.

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

11. Adjournment

The meeting was adjourned at 9:45 p.m.

Christopher Coon
Town Clerk