



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, July 16, 2019
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, Laurie Holloway, and Eliot Perkins

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Luke Seigfried, Administrative Staffer.

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Carol Bryant, 268 Gaslight Landing Court, asked that additional benches be provided. In particular Ms. Bryant mentioned her experience in Lake Braddock utilizing composite material. Ms. Bryant also vocalized her support for the Patriot Scuba Project that was installing new benches with recycled material.

Walter Seiberling, 107 Poplar Lane, asked that the website or newsletter contain more information on new recycling limits. Mayor Porta asked Town Staff to contact Bates Trucking Service about what is now recyclable under the new guidelines. Town Staff was directed to post this information on the website.

Kimberly Rolince, 302 Poplar Alley, suggested that a plaque be set in memory of Billy Williams on the bench outside of Urban Posh. Mayor Porta later requested that Mr. Dawson speak to the landlord.

4. Approval of Minutes

Councilmember Perkins moved approval of the minutes of the meeting of June 4 and Councilmember Holloway seconded. Town Attorney Crim noted an amendment to the minutes was necessary. Mayor Porta asked for a substitute motion that was moved by Councilmember Holloway and seconded by Councilmember Fithian to amend the minutes.

A substitute motion was made by Councilmember Holloway, seconded by Councilmember Fithian that the minutes of June 4, 2019 be amended. Motion passed, unanimously.

Councilmember Perkins made a motion to approve the minutes of June 4, 2019 as amended.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the amended minutes of June 4, 2019 be approved. Motion passed, unanimously.

Vice Mayor Sivigny moved to approve the amended June 18, 2019 Work Session Meeting Minutes.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway that the minutes of June 18, 2019 Work Session be approved as amended. Motion passed, unanimously.

5. Mayor's Report

This report is a listing of selected activities that Mayor Porta has performed in his capacity as Mayor since his last report.

- 6/8 - Organized 12th Annual Duck Splash Race
- 6/10 - Attended the funeral for Billy Williams
- 6/11 - Gave Cub Scouts a tour of Town Hall and the Mill House Museum
- 6/14 - Participated in the Fox5 Zip Trip in Occoquan
- 6/21 - Met with a Dominion Energy representative
- 6/21 - Attended Leadership Prince William's Evening of Excellence

6. Councilmember Report

Councilmember Fithian spoke about the underutilization of recycling cans and informed Town Council she will be conducting a count to determine how many recycling cans are required to match current trash cans. Councilmember Fithian also asked Ms. Leidich about lamp repair in River Mill Park. Ms. Leidich responded that Town Staff is looking for an electrician to repair the lamps.

Councilmember Dawson suggested posting in the newsletter about the improper use of Town trash cans by businesses. Ms. Leidich responded that action has been taken concerning one incident and will likely not be a problem in the future.

Vice Mayor Sivigny asked Town Staff about regulations on putting trash bags out for collection in lieu of cans. Mr. Coon responded that it is allowed and that requests for new recycling and trash cans need to be requested through Town Hall. Town Staff was directed to add information about new trash and recycling cans to the newsletter. Vice Mayor Sivigny also congratulated Town Staff on fixing the Poplar Alley mirror.

7. Staff Reports

A. Town Attorney:

Mr. Crim briefed Town Council about the special use permit for the proposed Mill at Occoquan project. Mr. Crim also suggested that during the August 6th Regular Meeting Town Council convene in closed session to discuss the legal issues of special use permits for The Mill at Occoquan project.

Mayor Porta asked that the Town Engineer, Town Attorney, and Zoning Administrator be present at the Planning Commission Public Hearing.

Councilmember Perkins stressed the importance of reviewing materials in advance of meetings regarding the special use permits.

Mr. Crim suggested hiring a consultant familiar with federal grants and contracts for the Kayak Ramp project. Mayor Porta agreed and stated that the needed experience could be found in Town. Mr. Crim responded that the Legacy Engineering was asked to find a project manager. Ms. Leidich responded that she had spoken with Mr. Reese and Prince William County Parks and Recreation Director about finding a project manager.

Mr. Crim reported that he spoke with Mayor Porta about legal considerations concerning potential property acquisition and Dominion Power franchise. Mr. Crim also advised Town Staff to look into the solid waste program enacted by the City of Manassas.

B. Town Engineer:

Mr. Reese submitted an Engineer's report to Town Council. Mayor Porta asked if the money has been allocated for the Kayak Ramp. Mr. Reese responded that the funding from the Department of Conservation and Recreation has been allocated for the Kayak Ramp. Mayor Porta corrected the Engineer's report and stated that the Occoquan Greenway trail goes through the LRPA property. The intent is for the trail to eventually also connect to the Tanyard Hill Park.

Ms. Leidich stated that the Building Official has given the Town time to comply with requirements still outstanding for the River Mill Park Bathhouse.

Councilmember Holloway asked how long the permits are active for the Rivertown Overlook project. Mr. Reese responded that permits are active as long as the bonds are.

C. Building Official:

Mayor Porta asked Town Staff about the status of some projects on the Building Officials reports that have been outstanding for a long time. Councilmember Dawson responded that in many cases final paperwork is not submitted to close out a project. Mayor Porta directed Town Staff to ask the Building Official for updates on all the projects on the Building Official's report that are over two years old.

D. Town Manager:

Ms. Leidich submitted a manager's report as part of the meeting agenda. Ms. Leidich explained her plan for the Kayak ramp which includes 1.) Bringing on a project manager, 2.) Town Council and Mayor approval of plans, 3.) Projected forty five to sixty day construction of the Kayak Ramp. Ms. Leidich responded that she and Mr. Coon did a walk through Town with VDOT officials to discuss the parking study. Ms. Leidich also updated Town Council on the beginning of the Intersection Improvement project. Town Council discussed the implications of the crosswalks on Town safety.

Ms. Leidich informed Town Council that she would be attending the storm water management presentation prepared by Prince William County. Mayor Porta asked Ms. Leidich to provide monthly reports on the storm water management study, be able to apply for relevant grants, and be able to replicate the Prince William County presentation for Town Council.

Mayor Porta and Mr. Crim clarified that staff can spend more the five hundred dollars without Town Council approval if it has already been budgeted and appropriated.

Councilmember Fithian made a motion to retroactively approve the expenditure of seven hundred and eighty dollars for the property line surveys associated with the Town Annex.

A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the expenditure of seven hundred and eighty dollars for the property line surveys associated with the Town Annex. Motion passed, unanimously.

Mayor Porta and Town Staff decided that Town docks would be a good location for the first Patriot Scuba bench. Councilmember Dawson agreed to speak to the Lehto family about placing a Billy Williams memorial plaque on their privately owned bench.

E. Town Treasurer:

Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. Mayor Porta asked about the VACO finance investment pool in the budget. Ms. Leidich responded that it was two investment pools set up by VACO and VML as investment vehicles for localities.

F. Chief of Police:

Chief Linn submitted a chief of police report as part of the meeting agenda. Chief Linn also reported that he has directed his officers to increase enforcement of speeding on Tanyard Hill Road following complaints about speeding on the road.

Mayor Porta asked if Chief Linn's Town Council reports are publically available. Chief Linn responded that his Chief of Police reports are available online as part of the meeting agendas.

Councilmember Fithian asked what a DUI refusal entails. Chief Linn responded that under Virginia law refusal to take a breathalyzer test is a DUI refusal.

G. Boards and Commissions:

Councilmember Perkins reported that Planning Commission had, 1.) Made a document summarizing parking recommendations, 2.) Looked at new Town sign entrances.

Mayor Porta asked about the progress of the Town entrance beautification. Councilmember Perkins and Ms. Leidich responded that the trees are now dead and that the contractor is responsible for replacing the trees. At Councilmember Dawson's

suggestion, Mayor Porta directed Town Staff to ask the contractor about the viability of gator bags for the trees adjacent to the Town Annex.

Councilmember Fithian asked about the removal of the tree in Mamie Davis Park. Mayor Porta said he would speak to the concerned party about the current state of the tree.

Councilmember Holloway reported that the Architectural Review Board approved, 1.) New paint on the old Virginia Grille, 2.) New antenna installation on the Post Office, 3.) Staff Sign Inventory recommendations.

8. Regular Business

A. Town Code Review

Town Staff was directed to add its recommendation regarding Hill Alley to a list of future changes that will be voted on following complete Town Code review.

B. Parking Study Recommendation Discussion

The Council discussed the recommendations of the Planning Commission regarding parking in the historic district. Mayor Porta shared his view that the success of parking adjustments will not necessarily result in an increase in revenue from the BPOL and Meals Tax given the potential influence of other broader market factors on such revenues. Mayor Porta also noted that Tourist Information Center parking spots will become available once the Tourist Information Center closes. Mr. Coon described the steps Town Staff would take to implement the recommendations of the Planning Commission. Mayor Porta asked Town Staff to provide monthly updates on the progress on implementing any recommendations adopted.

A motion was made by Councilmember Dawson to direct Town Staff to report back to the Town Council on the actions staff recommend to implement the recommendations of the Planning Commission.

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny to direct Town Staff to report back to the Town Council on the actions staff recommend to implement the recommendations of the Planning Commission. Motion passed, unanimously.

C. Kayak Ramp Project

Councilmember Dawson mentioned his concerns about the potential parking problems created by the Kayak Ramp project. Mayor Porta shared his views on parking in regards to the Kayak Ramp project. Councilmember Holloway advised that when the Kayak Ramp is opened the newsletter should encourage residents to not park near the ramp after unloading their watercraft.

Councilmember Perkins made a motion to authorize the Mayor to sign the project agreements in regards to the Kayak Ramp project on behalf of the Town.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway to authorize the Mayor to sign the project agreements in regards to the Kayak Ramp project on behalf of the Town. Motion passed, unanimously.

D. Staff Sign Inventory Recommendations

Mayor Porta asked Town Staff about placing the proposed *Free Public Parking* where the Current *Visitor Center* sign is. Mr. Seigfried responded that a sign could be placed there if Town Council waited until the Visitor Center moved. Councilmember Holloway made a motion to authorize Town Staff to proceed with its recommendations.

A motion was made by Councilmember Holloway, seconded by Councilmember Perkins to authorize Town Staff to proceed with its recommendations and delay action on implementing the *Free Public Parking* sign. Motion passed, unanimously.

E. Request to Award Landscape Contract ITB 2020-001

Councilmember Fithian moved to award a contract for ITB 2020-001, Landscaping Maintenance Services, to Virginia Lawn Service in the amount of \$17,700, for a one-year term effective July 1, 2019 through June 30, 2020, that may be renewed annually for up to three years.

A motion was made by Councilmember Fithian, seconded by Councilmember Perkins to authorize Town Staff to award a contract for ITB 2020-001, Landscaping Maintenance Services, to Virginia Lawn Service in the amount of \$17,700, for a one-year term effective July 1, 2019 through June 30, 2020, that may be renewed annually for up to three years. Motion passed, unanimously.

9. 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 of town employees and as permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property within Town limits for public purposes. Councilmember Dawson seconded. Ayes: all, by voice vote. Closed session began at 9:17 p.m.

The Council came out of Closed Session at 9:59 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 Holloway seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

10. Adjournment

The meeting was adjourned at 10:00 p.m.

Christopher Coon
Town Clerk