



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 18, 2018**  
**7:00 p.m.**

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

**Absent:** Councilmember Eliot Perkins

**Staff:** Elizabeth Quist, Interim Town Manager; Adam Linn, Chief of Police; Christopher Coon, Town Clerk; Julie Little,

**1. Call to Order**

Mayor Porta called the meeting to order at 7:06 p.m.

**2. Citizens Time**

Mark Mcilwee, 209 Mill Cross Ln., voiced his concern about the drainage easement and Boundary Branch along the rear of his property. He stated that over the past couple of years significant erosion has occurred. There is now a six-foot drop in the area as well as a broken piece of concrete from some type of stormwater system.

Mayor Porta stated that he will direct town staff to discuss potential solutions with the County and ask that the Town Engineer add this item to his reporting.

**3. Regular Business**

**4A. ARB Revised Signage Guidelines Discussion**

Interim Town Manager Quist presented the ARB Revised Signage Guidelines that were created by the ARB and edited by Ms. Quist and Ms. Jovanovich to conform to Town document standardization.

Ms. Quist stated that this was Town Council's opportunity to state any questions or concerns about the document before it was brought before Council for final approval. Councilmember Holloway also stated that this document will need to be edited for minor mistakes and if Council noticed them to please forward those mistakes to Ms. Quist.

Town Council stated that there were a couple of things that needed to be addressed. They stated the organization of sections seemed confusing and that perhaps it would be worthwhile to reevaluate how the document is structured. Also, they wanted clarification regarding non-residential signs in the R-1, R-2, and R-3 districts. Finally, they stated that there were a couple on changes that needed to be made to the history section. Council also wanted the ARB to update the historic color palette. The document was sent back to the ARB for those items to be edited before the final document is approved.

**4B. Police Body Camera Pilot Program**

Chief Linn made a presentation of Axon's Officer Safety Program, which includes body cameras, data storage, and tasers. Chief Linn discussed body camera and taser usage. He

reported that all agencies in Prince William County currently utilize body cameras. He provided Council with a demonstration of the body cameras and test video playback. He stated that he has been working with officers on training for the body cameras. He reported that the tasers would be equipped only after all of the officers received training.

Town staff informed Town Council that this item was under the budgeted amount for the CIP item and the Chief did not need a vote from Council to proceed if the Council had no objection. There being no objection the Chief was authorized to proceed.

#### **4C. Stormwater BMP Discussion**

Mayor Porta explained that the Town currently is having issues with an infiltration ditch behind West Locust Street as discussed at an earlier meeting. The infiltration trench is designed to hold water and gradually release it. He noted that The Engineering Groupe reviewed this infiltration trench in 2011 and provided a list of recommendations, as well as a maintenance schedule. He informed Town Council that the infiltration trench appears to be reaching the end of its usable life and that the Town Engineer recommended the Town take the next couple of days or weeks to evaluate the system and how it is performing after doing some of the smaller maintenance items from engineer's report in 2011.

Mayor Porta stated that depending on the results of that evaluation the entire infiltration trench might need to be replaced. He is going to try to obtain quotes from contractors for the expected work and bring that back to Council.

#### **4D. Review of Town Code Recodification**

Ms. Quist reported that the Town has received a draft of the recodification project from American Legal Publishing. The draft contains minor corrections to formatting and includes fixing references to the State Code. She also stated that they provided some comments that the Town Staff and Town Council will need to review. She stated that she will be moving forward with help from the Mayor to get this completed and brought back to Town Council for final approval at a later meeting.

### **11. Adjournment**

The meeting was adjourned at 8:40 p.m.

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Christopher Coon  
Town Clerk