



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 4, 2018
7:00 p.m.

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

Staff: Elizabeth Quist, Interim Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Christopher Coon, Town Clerk; Julie Little,

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington Street, addressed the Town Council with regard to the development of Kiely Court. He asserted that the developer was utilizing public property. He also wanted information on what a land disturbance permit allows the developer to do. Finally, he stated his belief that the current excavation at the development contains OSHA violations.

4. Response to Citizens Time

Mayor Porta inquired of staff if there are any known violations on the Kiely Court Development at this time. Interim Town Manager Quist stated that the developer has the necessary permits for work done thus far and is complying with current regulations. She also indicated that she reviewed the site with the Town Engineer today, spoke with the developer, and learned that the developer was planning on picking up the necessary permits for construction of a retaining wall.

Mayor Porta inquired of staff if the elevation and grading plan Mr. Houghton referenced is the approved site plan, and instructed staff to provide Mr. Houghton with a copy of the current approved site plan for Kiely Court. Finally, Mayor Porta informed Mr. Houghton that the Town will look into his assertion regarding the use of public property and explained that if Mr. Houghton believed there are OSHA violations at the development site that he should contact OSHA directly.

5. Councilmember Reports

Councilmember Perkins reported that there were two new businesses opening in Town and he wanted to share his opinion on how important it is for Councilmembers to be there to show support to the business community.

Councilmember Fithian reported that she wanted to discuss the ordinance which regulates operations of home businesses at a future meeting.

6. Mayor's Report

Mayor Porta reported that he met with a volunteer who is proposing a beautification plan involving planting some flowers along the Visitor Center's porch railings.

Mayor Porta reported that he was participating in a working group convened by Occoquan Supervisor Ruth Anderson that also included Prince William County staff and Fairfax Water. The purpose of the group was to address the accumulation of debris above the Occoquan High Dam caused by the recent extensive rains.

Mayor Porta briefed the Council on the flooding issues related to several properties on Tanyard Hill Road. He stated that there are three main contributing factors to the flooding of Tanyard Hill and the adjacent properties: (1) Ballywack Creek and the periodic blocking of culvert under Tanyard Hill Road, (2) the crest of the roadway that empties onto the adjacent properties, and (3) behind the homes on Tanyard Hill Road residential development along West Locust Street has contributed to excess stormwater runoff. He stated that he and the Town Engineer Bruce Reese have recently reviewed the last of these and found two items that the Town needs to address. First, there is an infiltration trench behind the homes on West Locust Street that needs maintenance and second, there is a property owner that has used piping to divert stormwater away from the infiltration trench. Mr. Reese stated that the last of these appeared to be a violation but, he would like to review the original site plan to confirm this.

Mayor Porta stated that pending the Town Engineer's review, staff may need to send notifications to the relevant property owners regarding violations and plans to perform maintenance on the infiltration trench.

7. Staff Reports

A. Town Attorney: Mr. Crim reported on the following two items:

- i. **Training** - He participated in an orientation and training sessions for members of the ARB.
- ii. **Miller Brothers** - He stated that he does not have any new information on the status of repairs to the River Mill Park facility, and is awaiting additional information from the project manager, the Engineering Groupe.

B. Town Engineer: Mr. Reese submitted a written report.

Council inquired if the current proposed location for the canoe and kayak ramp is the Town's most cost-effective option. Mr. Reese stated that there was significant work done to locate the best location consistent with cost-effectiveness and the requirements of the relevant grant.

C. Building Official: The Building Official submitted a written report. No questions were received.

- D. Town Manager:** Ms. Quist submitted a written report and additionally noted the following two items:
- i. River Mill Park – there are several small issues that have occurred in the park. Staff is aware and working to resolve all of the issues
 - ii. Storm Water – Boundary Branch creek was reviewed today due for erosion issues and the West Locust Infiltration Trench is scheduled to be cleaned out this week.
- E. Town Treasurer:** Ms. Rodriguez submitted a written Treasurer’s report. No questions were received.
- F. Chief of Police:** Chief Linn submitted a written report. He also noted the following:
- i. Body worn cameras – Chief will begin a 30-day pilot program to evaluate if body worn cameras would be effective in the Town.
 - ii. Part-time/ Auxiliary Officers – He is in the process of filling the part-time and auxiliary officer positions and hoping to do so before the Craft Show.
 - iii. Selling Crown Victoria – He was waiting for Mr. Coon to return from vacation to sell the Crown Victoria and use the proceeds to install a transport cage for the Police SUV.

Councilmember Fithian inquired if Prince William County had transport cages in their vehicles and Chief Linn informed her that most County vehicles did have the transport cages.

Vice Mayor Sivigny inquired which officers were part-time and which were auxiliary. Chief Linn stated that currently the only part-time officer is Officer Barker.

Mayor Porta wanted to let Chief Linn know that he was impressed with how Chief Linn and his officers are enforcing traffic and pedestrian safety issues while also engaging with the community.

- G. Events & Community Development Director:** Ms. Little had several items to report. She reported that Occoquan has again won the best tourist destination in Prince William County designation from InsideNova readers. She also reported on the various events that are planned for September and October. She also reported that the Craft Show Exploratory Committee is working to have recommendations to Town Council in November.

Councilmember Holloway stated that she was impressed with Ms. Little’s work on the Town’s social media accounts.

Mayor Porta stated that Ms. Little has far exceeded his expectations regarding the use of River Mill Park and her efforts are widely-recognized.

- H. Boards and Commissions:** Councilmember Perkins reported that the Planning Commission had submitted questions for the Jennings Mill Property relating to the Comprehensive Plan.

Chairperson Seefeldt reported the ARB submitted questions for the Jennings Mill Property to the developer. They also had training with Martin Crim, Town Attorney, and Ned Marshall, Town Zoning Administrator. She also reported that the ARB approved both a sign and exterior elevation application.

8. Regular Business

8A. Request from Occoquan Historical Society for Event Sponsorship

Councilmember Fithian moved to approve the sponsorship of the Occoquan Historical Society's "Chicken and Cream" fundraiser at a sponsorship level of \$500 and directed staff to notify Fairfax Water of the event. This essentially reimburses the Occoquan Historical Society for the \$500 rental fee they paid to use River Mill Park for the fundraiser and reflects the Town's practice with regard to nonprofit use of the park.

Moved by Councilmember Fithian, seconded by Councilmember Holloway. Motion passed, unanimous by voice vote.

8B. Request to Accept DMB - National Highway Safety Traffic Administration highway safety grants

Vice Mayor Sivigny moved to accept the funds from the DMV pass-through grant of the National Highway Safety Traffic Safety Administration and approve an in-kind Town match of up to \$2,461.

Moved by Vice Mayor Sivigny, seconded by Councilmember Holloway. Motion passed, unanimous by voice vote.

8C. Request to Appoint ASAP Representative

Councilmember Perkins moved to appoint Councilmember Laurie Holloway to the Bull Run ASAP Policy Board until such time as her appointment expires or the Council deems otherwise.

Moved by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous, by voice vote.

8D. Request to Appoint Members to the Board of Zoning Appeals

Councilmember Perkins moved to submit the following individuals for consideration of appointment to the Board of Zoning Appeals to the Prince William County Circuit Court: Mary Ann Phelps, Walt Seiberling, and Lance Houghton.

Moved by Councilmember Perkins, seconded by Councilmember Holloway. Motion passed, unanimous, by voice vote.

8E. Request from the Craft Show Exploratory Committee to Rent Equipment

Councilmember Holloway moved to approve the rental of ten iPads with the associated data plans for volunteer use during the Fall Arts & Crafts Show in order to collect survey data from visitors at a cost not to exceed \$1,000.

Moved by Councilmember Holloway, seconded by Councilmember Perkins. Motion passed, unanimous, by voice vote

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 consideration or interviews of candidates for employment or appointment, specifically Town Manager interviews, and as permitted by the Virginia Code Section 2.2-3711(A)(7): consultation with legal counsel or another matter requiring advice of counsel, specifically Dominion Franchise agreement. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 8:31 p.m.

The Council came out of closed session at 8:55 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 Perkins, Councilmember Holloway, Councilmember Fithian, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote.

8F. Request for Direction Regarding Logo, Tagline, and Branding

Town Council discussed what they would like done for the next meeting with the company working on the logo and tagline. Councilmember Holloway and Town Staff were instructed to assist the vendor in creating another logo and tagline.

11. Adjournment

The meeting adjourned at 9:55 p.m.

Christopher Coon
Town Clerk