



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, June 7, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, and Cindy Fithian  
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk  
Other: Mike Vanderpool, Vanderpool, Frostick & Nishanian, P.C.

**Absent:** Councilmember Joe McGuire

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizens Time**

None.

**4. Approval of Minutes**

It was moved to approve the minutes of the April 28, 2016 Special Meeting, May 4, 2016 Regular Meeting and the May 17, 2016 Work Session Minutes.

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

**5. Councilmember Reports**

a. Councilmember Fithian stated she was pleased to be on the Town Council during such an exciting time with so many great things happening within the Town including the park opening and community programming.

b. Councilmember Drakes stated that he, along with the Mayor, Town Manager and Chief of Police, met with the residents of Gaslight Landing on May 13, to address concerns associated with use of the dock and other community issues, and will reconvene with them at a later date.

**6. Mayor's Report**

Mayor Quist stated that she, along with Councilmember Drakes, met with the homeowners association of Gaslight Landing and talked about a number of topics related to public safety and dock usage to ensure that the Town and the residents clearly understood the issues and to develop possible resolutions. She also stated that with the addition to our auxiliary police officers, there would be an increase in police presence within the town on nights and weekends, and it was well received from the residents. Mayor Quist also stated that she was

able to attend Ms. Jovanovich's graduation from Leadership Prince William and offered congratulations.

## 7. Staff Reports

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

1. Staff from the Technical Review Board held an informal fact finding hearing on May 11, 2016, in the Occoquan Town Hall regarding the Kiely building official appeal. Staff prepared a report for the Technical Review Board, which is the formal body that will be meeting on July 15, 2016. During the informal fact finding hearing, some technical questions were raised, including if the jurisdiction of lateral pipes lies with the jurisdiction, Department of Environmental Quality, or if the Health Department. For the July 15, Technical Review Board meeting, the Town's presence is not required but, someone may appear for the Town. Mr. Crim noted that he will be on vacation at this time.
2. Mr. Crim stated that he will be on vacation during the first two weeks of July. He stated that his associate Mr. Bob Beard will be the attorney covering the Town Council meeting and Town legal issues in Mr. Crim's absence.
3. July 1, 2016 is the deadline for the appointment of a FOIA Officer. Mr. Crim stated that the appointment would be able to wait until Town Council's July meeting. There is also a requirement to provide contact information regarding FOIA requests on the Town's website.

### B. **Town Engineer:** Mr. Reese, Town Engineer, reported on the following engineering activities:

1. Land Disturbance Activity Report
  - a. Vistas at Occoquan
  - b. River Mill Park
2. The River Mill Park a construction progress update was provided to Town Council.

Councilmember Drakes inquired about the River Mill Park completion date. Mrs. Jovanovich stated that the project is nearing completion and that the park's grand opening is scheduled for Saturday, July 30, 2016 at 10 a.m.

### C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions.

### D. **Town Manager:** Ms. Jovanovich, Town Manager, submitted a manager's report as part of the meeting agenda. After discussion, the Town Council moved the July 5 regular meeting to July 12, 2016. The swearing in of the Mayor and Town Council will be held at 6:30 p.m. before the start of the regular meeting on July 12, 2016.

Vice Mayor Sivigny inquired if VDOT has been asked about signage at Commerce and Route 123. Mrs. Jovanovich stated that she has reached out to VDOT and is waiting for response.

**E. Chief of Police:** Chief Levi provided his May 2016 report as part of the meeting agenda.

Vice Mayor Sivigny inquired about the amount of time spent on traffic control. Chief Levi stated that he has not collected data to quantify the amount of time officers spend on traffic control. Vice Mayor Sivigny stated that he believes people are continually running stop signs during rush hour and people are speeding down Mill Street. He said that there needs to be more focus placed on traffic enforcement. Ms. Jovanovich stated that she would work with Chief Levi to develop performance measures to assist in tracking and measuring public safety functions.

Chief Levi stated that he and Mrs. Jovanovich have investigated traffic control devices that do not require an officer present at all times. He also stated that VDOT has stated some of those traffic control devices are not permissible.

**F. Boards and Commissions:**

1. Ms. Jovanovich stated that the Planning Commission will meet on June 14, and will have the final draft of the Comprehensive Plan update. They also plan on presenting the Comprehensive Plan at the June 21, Town Council Work Session meeting to obtain final feedback from the Town Council.
2. Councilmember Dawson stated that Architectural Review Board approved two exterior elevation application and one sign application at its last meeting.

**8. Regular Business**

**8A. Request to Set Not To Exceed Amount for Purchase of Park Maintenance Vehicle**

It was moved to set a not to exceed amount of \$5,000 for purchase of a Park Maintenance Vehicle.

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

**8B. Request for After-the-Fact Approval of Emergency Plumbing Repairs at Visitors Center**

It was moved to approve after-the-fact emergency plumbing repairs at the Visitors Center in the amount of \$2,625.

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

**8C. Request for After-the-Fact Approval of Emergency Plumbing Repairs at Town Hall**

It was moved to approve after-the-fact emergency plumbing repairs at Town Hall in the amount of \$5,895.

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

**9. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code §2.2-37711(A) (3) a matter involving acquisition of real property for public purposes. Councilmember Dawson seconded. **The motion carried by poll vote, unanimously**

The Council came out of closed session at 8:30 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 Dawson seconded. **Motion passed, Ayes- Councilmember Drakes, Councilmember Dawson, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

**10. Adjournment**

The meeting was adjourned at 8:32 p.m.

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Christopher Coon  
Town Clerk