



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 20, 2018
7:00 p.m.

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

Absent: Councilmember Matthew Dawson

Staff: Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Julie Little, Community and Events Director.

1. Call to Order

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

2. Regular Business

2A. Financial Report

Mr. Coon presented a report produced by the Town Treasurer as a result of the Town Council requesting more budget-to- actual information at the November Regular Meeting. He stated with no objections this report will be what is presented at each regular meeting moving forward; there was no objection.

2B. Events Director Report

Julie Little presented a report on the 2018 Spring and Fall Craft Shows. The Spring Show net revenue was \$29,902. The Fall Show net revenue was \$68,444. She also reported she was able to bring 108 new vendors to the Fall Show. She stated that her next focus will be trying to ensure the highest quality of vendors will be present at the Craft Shows.

Ms. Little reported the findings and recommendations from the Craft Show Exploratory Committee. The report was very thorough and provided several suggested options for the Town Council to consider moving forward. After significant discussion between Town Council and Town Staff the decision was made to maintain the Spring and Fall Craft Shows in 2019. Then in 2020 there will be an option for Ms. Little to decide if the Town could have two revenue-generating events to replace the Spring Craft Show and keep the Fall Craft Show intact. If Ms. Little feels that the two revenue-generating events cannot produce the same amount of revenue as the Spring Craft show then the Town will have the two revenue- generating events as well as both Craft Shows.

2C. Public Safety Goals Discussion

Chief Linn presented the previous-adopted Town Public Safety Goals and discussed progress in achieving those goals. Town Council provided Chief Linn with input on developing updated public safety goals for review by the Town Council at a future meeting.

2D. Home Business Ordinance Discussion

Mayor Porta, with no objection from Town Council postponed this discussion to the next available meeting.

2E. Budget Work Session - FY2020 Goal Setting/Financial Policies

Mayor Porta, with no objection from Town Council postponed this agenda item to the next available meeting.

2F. Infiltration Trench

Mayor Porta, with no objection from Town Council postponed this agenda item to the next available meeting.

3. 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, specific to the Town Manager position. Appointment or promotion of particular officers or employees and salary or other compensation of a specific employee, specifically the Town Clerk, Police Chief, and Community Events and Development Director. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 10:21 p.m.

The Council came out of closed session at 10:37 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, and Vice Mayor Sivigny, by roll call vote.

3A. Approve Resolution Naming Christopher Coon Acting Town Manager

Councilmember Holloway moved to approve the resolution naming Chris Coon Acting Town Manager from October 1, 2018 to November 29, 2018.

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

3B. Approve Execution of Employment Contract

Councilmember Perkins moved to approve the Mayor to execute an employment contract with Kathleen Leidich to be the Town Manager.

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

3C. Approve Ordinance for \$6,000 Bonus for Christopher Coon

Councilmember Fithian moved to adopt the Ordinance for a \$6,000 bonus for Christopher Coon.

Moved by Councilmember Fithian, seconded by Councilmember Holloway. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

3D. Ordinance for \$3,000 Bonus for Julie Little

Councilmember Holloway moved to adopt the Ordinance for a \$3,000 bonus for Julie Little.

Moved by Councilmember Holloway, seconded by Councilmember Fithian. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

3E. Ordinance for \$2,000 Bonus for Adam Linn

Councilmember Fithian moved to adopt the Ordinance for a \$2,000 bonus for Adam Linn.

Moved by Councilmember Fithian, seconded by Councilmember Perkins. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

4. Adjournment

The meeting was adjourned at 10:40 p.m.

Christopher Coon
Town Clerk