



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 17, 2019
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Laurie Holloway, and Eliot Perkins
Absent: Councilmember Cindy Fithian
Staff: Kathleen Leidich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director.

1. Call to Order

Mayor Porta called the meeting to order at 7:02 p.m.

2. Approval of Minutes

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the minutes of the September 3, 2019 Regular Meeting be approved. Motion passed, unanimously, by voice vote.

3. Update on Clerk Position Recruitment/Office Coverage

The Town Manager proposed obtaining temporary administrative assistance until the Town Clerk position is filled. She indicated that she hopes to begin candidate interviews for the Clerk position the second week of October.

A motion was made by Councilmember Holloway, seconded by Councilmember Dawson to provide funding from the salary savings from the vacant Clerk position to support the cost of providing temporary administrative assistance in the Town office for the duration of the vacancy in the Clerk position for an amount not to exceed \$588 per week. Motion passed by roll call vote. Ayes: Sivigny, Dawson, Holloway, Perkins. Nays: None.

Given the current staffing vacancy, the Town Manager requested permission to close Town Hall during the afternoons of the week after the Craft Show. Staff would work during those hours, but Town Hall would be closed to the public. There was no objection. The Town Manager also indicated that she will be on vacation October 4 through October 11.

4. Town Council Meeting Follow Up - Use of Community and Business Support Fund to Fund Shuttle Service for Events

Events and Community Development Director, Julie Little, informed the Town Council that the budgeted FY 2020 Community and Business Support Fund will be used to support satellite parking for Town events. After reviewing the agenda materials Vice Mayor Sivigny clarified two points related to the Fund: (1) that the 2015 increase in the meals tax is not allocated entirely to the Community and Business Support Fund, but rather is simply the

revenue source from which the Town budgets an amount dedicated to the Community and Business Support Fund, and (2) that the FY 2019 amount in the Fund was used to redevelop the Town web site at the urging of the business community.

5. Event and Community Development Program Support

Events and Community Development Director, Julie Little, requested permission to enter into a contract with an individual to provide event program support services as budgeted in the FY 2020 Craft Show budget. Mayor Porta confirmed that this individual will be providing a variety of program support services. Vice Mayor Sivigny confirmed that this individual will only be supporting town-sponsored events.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway to enter into a contract with Megan Matheny for program support services for town-sponsored events in an amount not to exceed \$6,610 as included in the FY 2020 Craft Show budget. Motion passed by roll call vote. Ayes: Sivigny, Dawson, Holloway, Perkins. Nays: None.

Ms. Little also reported that as instructed by the Town Council she had contacted Town ABC license holders to survey their interest in participating in any events where the Town was considering permitting open-carry of alcohol in accordance with state law. Thus far, Bann Thai, Bar J, Third Base, D'Rocco's, the Bottle Stop, Mom's Apple Pie, and Tastefully Yours have indicated they might be interested in participating. Ms. Little also reported that the Virginia ABC representative had indicated that multiple logo cups would not be permitted during such events. Instead, each participating establishment would need to have cups containing their logo only.

6. Accepting Vehicle Donation from OWL

A motion was made by Councilmember Holloway, seconded by Councilmember Dawson, to authorize Town staff to accept the donation of a Utility Cart Vehicle from the Occoquan-Woodbridge-Lorton ("OWL) Volunteer Fire Department at no cost. Motion passed, unanimously, by voice vote.

Mayor Porta asked Chief of Police, Adam Linn, if there has been increased traffic enforcement over the past several weeks, noting that he had received more inquiries on the matter than usual during that period. Chief Linn responded that there was some increase in speeding enforcement due to the requirements of the state grant regarding speeding enforcement on the Route 123 bridge. He confirmed that the Town only receives a portion of the fines associated with such enforcement and, of course, none of the court costs assessed the violator.

Mayor Porta also passed on a question from a resident regarding why Occoquan police wear external vests as opposed to vests under their shirts. Chief Linn responded that external vests were approved by the Town some years ago and are now the general standard for police, in part because equipment used by police is more conveniently accessed from an external vest.

7. Town Council Meeting Follow Up Information – Website Updates

The Town Manager reported on updates to the Town web site and provided a copy of the FreshySites work proposal.

8. Town Council Meeting Follow Up Information – Maintenance Supervisor Work Schedule

The Town Manager briefly reviewed the proposed Maintenance Supervisor Work Schedule. Council members requested the following changes: (1) Identify it as a “Standard Checklist” since it was not intended to represent everything the Maintenance Supervisor does, but instead just scheduled, recurring items, (2) add monthly and annual tasks (the submitted checklist was structured around weekly tasks and the Craft Show), and (3) specifically add “clean grates” to the street sweeping task. Mr. Perkins also asked for clarification regarding what is expected with regard to clean up of the Town Annex.

9. Adjournment

Before adjourning Mayor Porta noted that the Town Attorney and Town Manager would be meeting with representatives for the Mill at Occoquan project and their attorney to review the staff report. Mayor Porta and Planning Commission Chair/Councilmember Perkins plan to attend as observers.

The meeting was adjourned at 7:46 p.m.



Chris Coon
Town Clerk