



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 2, 2019**  
**7:00 p.m.**

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

**Absent:** Councilmember Laurie Holloway

**Staff:** Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; Carla Rodriguez, Town Treasurer

**1. Call to Order**

Mayor Porta called the meeting to order at 7:05 p.m.

**2. Pledge of Allegiance**

**3. Citizens Time**

Lance Houghton, 127 Washington Street, wanted to bring several things to Town Council's attention. 1.) With changes to Prince William County's recycling policy regarding glass he wanted it to be reviewed to see if this change will affect the contract price with Bates Trucking. 2.) 426 Mill Street building plans have been approved and he was ensured they would be in compliance with the Town Zoning Code. 3.) With the landscaping on Commerce Street he stated that both sides should be revitalized not just the one side. 4.) He contacted VDOT to remove dead trees in the right-of-way along Washington Street in front of his home. 5.) He stated that there is a sewer gas smell in or near Furnace Branch Park.

Trish Martinelli, 113 E. Colonial Drive, stated that the hedges in front of the "Gingerbread House" need to be trimmed. She also asked for Town Staff to continue enforcement for residential violations. Mayor Porta asked staff to review landscaping to ask them to cut vegetation out of the right-of-way.

**4. Approval of Minutes**

Councilmember Perkins moved to approve the minutes of February 5, 2019 Regular Meeting Minutes.

**A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the minutes of February 5, 2019 be approved. Motion passed, unanimous.**

Vice Mayor Sivigny moved to approve the minutes of March 5, 2019 Joint Public Hearing Minutes.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the minutes of March 5, 2019 be approved. Motion passed, unanimous.**

Councilmember Dawson moved to approve the minutes of March 19, 2019 Work Session Meeting Minutes.

**A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that the minutes of March 19, 2019 be approved. Motion passed, unanimous.**

## 5. Mayor's Report

Mayor Porta had three questions for Town Staff. 1.) Did the addresses of the homes along Tanyard Hill Road already get sent? Ms. Leidich verified that those address have been sent. 2.) He inquired if the new ordinances are complete and available on the Town website. Town Staff stated they are in the process of making the ordinances available. He also asked Town Staff to review the contract with American Legal Publishing to see what part of the Town Code they are supposed to maintain. 3.) When will the Logo that has been adopted be used? Town Staff stated that it will be rolled out with the website.

## 6. Councilmember Report

Councilmember Perkins reported that he has been focused on the Beautification project.

Councilmember Fithian reported that she is working with the Moorings at Occoquan and has been in contact with our attorney.

## 7. Staff Reports

- A. **Town Attorney:** Mr. Crim, Town Attorney, submitted a report as part of the meeting agenda. No questions were received.
- B. **Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- C. **Building Official:** Prince William County's report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Leidich submitted a manager's report as part of the meeting agenda. No questions were received.
- E. **Town Treasurer:** Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Chief Linn provided his March 2019 report with the meeting agenda.

Councilmember Perkins appreciated having the pedestrian signs and stated that they are very beneficial. He also inquired about the foot patrols. Chief Linn stated he has asked that officers to regularly walking around the Historic District and do business checks and speak with the workers in those businesses to encourage community policing.

- G. **Boards and Commissions:** Chairperson Seefeldt reported that the Architectural Review Board did not have a meeting in March.

Councilmember Perkins reported that the Planning Commission has been working on several items. 1.) working to balance the benefit of widening the parking spaces on Mill Street with losing some overall parking spaces when the lines are restriped. 2.) Planning Commissioner Mathis will be working with some Prince William County executives to promote regional outreach for potential partnership in the future. 3.) Working on the beautification on entrances into Town. 4.) Working to strengthen the ordinance changes for Town Council review and allow special exemptions on height and setbacks in the B-1 district. 5.) Working with Mayor to get volunteers to help with the beautification project along Commerce Street. 6.) Stated that the Town needs to follow up and give updates with individuals that report issues to Town Hall.

Councilmember Fithian inquired about the possibility of putting a larger sign at the intersection of Mill Street and Washington Street for "Free Public Parking". Mayor Porta indicated that Town Council had this same discussion at the last Regular Town Council Meeting.

**H. Events and Community Development Director:** Ms. Little reported on Occoquan River Festival. She stated the River Festival will be a one day event with multiple revenue generating components. She also stated beginning this year there will be multiple events that will have revenue generating items.

## 8. Regular Business

### **8A. Request to Accept FYE 2018 Financial Audit**

Robinson, Farmer, and Cox was unable to attend this meeting and will present at a later meeting.

### **8B. Request to Adopt Ordinance to Authorize Use of Electronic Summons System (E-Ticketing)**

Councilmember Dawson moved to adopt Ordinance Number O-2019-02 as presented.

**A motion was made by Councilmember Dawson, seconded by Councilmember Perkins that the Ordinance be adopted. Motion passed, unanimous by roll-call vote.**

### **8C. Set a Not-To-Exceed Amount for Landscape Beautification Project**

Councilmember Fithian moved to set a not-to-exceed amount of \$10,000 for the Landscape Beautification Project.

**A motion was made by Councilmember Fithian, seconded by Councilmember Dawson to set a not-to-exceed amount of \$10,000. Motion passed, unanimous by voice vote.**

### **8D. Budget Discussion**

Ms. Leidich provided a report to Town Council with updated budget information. Town Council and Staff had significant discussion regarding errors in reported numbers and areas

that should be changed. Town Council did not feel with the information provided they could proceed with setting Advertised Tax Rates or Budget.

Vice Mayor Sivigny moved to have the FY2020 Advertised Tax Rates and Budget deferred until the April 16, 2019 Work Session Meeting and have Town Staff update the Budget Calendar accordingly.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian to move the agenda item and update the budget calendar. Motion passed, unanimous by voice vote.**

#### 10. Adjournment

The meeting was adjourned at 10:37 p.m.



---

Christopher Coon  
Town Clerk