



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, August 6, 2019
7:00 p.m.

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

Absent: Vice Mayor Pat Sivigny

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Luke Seigfried, Administrative Staffer.

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

No speakers.

4. Approval of Minutes

Mayor Porta asked that the July 16, 2019 Regular Meeting Minutes be amended to correctly identify the Town Engineer's firm as Legacy Engineering. Councilmember Perkins moved to approve the amended July 16, 2019 Regular Meeting Minutes.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the minutes of July 16, 2019 Work Session be approved as amended. Motion passed, unanimously.

5. Mayor's Report

This report is a listing of selected activities that Mayor Porta has performed in his capacity as Mayor since his last report.

7/17 – Met with leadership at Ebenezer Baptist Church

7/19 – Participated in Ballywhack Shack ribbon cutting

7/20 – Participated in Lemonade Stroll

7/20 – Participated in Patriot Scuba bench donation ribbon cutting

7/23 – Brought the Leadership Prince William Summer Youth Academy to Town for their History and Government Day – thank you to Chris Coon for his participation.

Mayor Porta asked if there were any objections to participating in a Write by the Rails project to post provided family friendly poems in the Town. Mayor Porta also mentioned that during the September Town Council Meeting he would propose an Energy Efficiency Proclamation to take place on October 2nd, 2019.

6. Councilmember Report

Councilmember Perkins reported that he was present at the Ballywhack Shack Ribbon Cutting. Councilmember Perkins participated in a Town weed clearing near the Town entrance and asked Town Staff to have the two dead trees at the Town entrance removed.

Councilmember Holloway attended an Alcohol Safety Action Program meeting in Leesburg, VA.

Councilmember Fithian attended the Ballywhack Shack ribbon cutting and the Patriot Scuba Bench installation. Councilmember Fithian also asked that residents bring plastics not accepted by recycling centers to Patriot Scuba to support a reused material bench program. Councilmember Fithian reported thirty-one trash cans, six recycling cans, and seven trash toppers. This count includes the cans outside of Mamie Davis park and Mom's Apple Pie.

7. Staff Reports

A. Town Attorney:

Mr. Crim submitted a Town Attorney's report to Town Council. Mr. Crim reported that he worked on the AT&T franchise agreement with Town Staff and sent the final agreement on Friday. Mr. Crim has also continued to work on potential property acquisition along with Town Staff.

B. Town Engineer:

Mr. Reese submitted a Town Engineer's report to Town Council. Mayor Porta asked about the status of the Rivertown project. Mr. Reese reported that the project is still active.

Councilmember Holloway asked that about the Kiely Court project progress. Ms. Leidich reported that the proper permits for construction have been issued for the Kiely Court project.

Councilmember Perkins asked for an update on finding a project manager for the Kayak Ramp project. Ms. Leidich responded that she hopes to find a project manager by the time the permit renewal is completed. Mayor Porta asked Town Staff to set the goal of completing the project by the end of the calendar year.

Councilmember Perkins asked for an update on the Tanyard Hill Park project. Mayor Porta responded that he has flagged the trail and will plan an event for the community to walk the trail and solicit volunteers to clear a future trail.

C. Building Official:

The Building Official's report was submitted as part of the meeting agenda. Mayor Porta asked if the two long-outstanding building offenses are being investigated. Ms. Leidich responded that they are now in the enforcement phase.

Town Council discussed the plausibility of an automated system for citizens to register zoning and citizen complaints. Town Staff was directed to look at the expense of potential automated systems to report zoning and citizen complaints.

D. Town Manager:

Ms. Leidich submitted a manager's report as part of the meeting agenda. Ms. Leidich reported that a new mural has been ordered to replace the damaged mural outside of the proposed Mill at Occoquan. Mayor Porta asked Ms. Leidich to not dispose of the old mural once it is removed. Ms. Leidich also reported that Town Staff is taking estimates for fixing the lights at River Mill Park.

Ms. Leidich proposed a potential trip for the Town Council and Planning Commission to the Town of Leesburg to look at similar projects and other work done by the developer for the proposed Mill at Occoquan. Mayor Porta asked that a list of dates be provided to begin scheduling.

Councilmember Perkins reported to Town Council that the developer of the proposed Mill at Occoquan project will be asked to display balloons to show the height of the project.

Ms. Leidich spoke about a star gazing event the Mayor had asked be considered for River Mill Park the evening of August 12-13. Mayor Porta explained that he wanted to raise the issue with the staff and Town Council because it would involve using River Mill Park after closing hours. Mr. Coon suggested simply designating such events as Town Events, with Council approval, to permit the use of the Park after hours. Town Council agreed

Mayor Porta asked for an update about the lights outside of Town Hall. Mr. Coon responded that an electrician came in to look at current problems and at replacing gaslights with solar heads.

Town Council discussed increasing recycling cans and making recycling more accessible. Mr. Coon informed Town Council that purchasing recycling cans to pair with existing trash cans would cost approximately twenty five thousand dollars. Councilmember Holloway proposed that cans be stickered to change current underused trash cans to recycling cans. Councilmember Perkins asked that the habitually overflowed cans be identified to look at what needs to be moved. Councilmember Fithian informed Town Council about her intent to work with businesses to become more active in recycling. Mr. Coon informed Town Council that Town businesses have access to the Town's recycling contractor. Town Council directed Town Staff to look into what underused trash cans could be labeled as recycling cans.

E. Town Treasurer:

Ms. Rodriguez submitted a Treasurer's report as part of the meeting agenda.

F. Chief of Police:

Chief Linn submitted a Chief of Police report as part of the meeting agenda. Chief Linn reported that contractors working on the Rivertown project broke a four inch gas line at

two locations. Chief Linn reported that Fire Search and Rescue responded and identified Union Street, Tanyard Hill Road, Center Lane, Ellicott Street, and Sebring Ct. to be closed down. Chief Linn took part in closing down the roads and evacuating adjacent residents along with an additional Occoquan police officer and were assisted by Prince William County Police. Washington Gas arrived thirty minutes after being contacted and closed the break.

Mr. Coon reported that the problems sending out updates over the OCQ Alerts have been resolved.

Chief Linn reported that on July 31st he visited the Prince William County Emergency Operations Center with Ms. Leidich for a quarterly meeting.

Mayor Porta asked if Prince William County will be charging to program police radios. Chief Linn responded that a recent decision by the Prince William County Board of Supervisors removed the cost of programming police radios following lobbying by other Prince William County towns.

Councilmember Perkins asked about the additional hours reported. Chief Linn reported that the new budgeting has allowed for increase of patrols particularly in the evenings.

G. Events and Community Development Director:

Ms. Little submitted a report on RiverFest and Spirits and Spirits as part of the Events and Community Development report.

Ms. Little reported that the RiverFest will be a two-day event, provide a slalom river course, river cruises, river taxi from Occoquan Regional Park, an artisan walk, a beer garden, two food courts, and a potential shrimp broil.

Mayor Porta mentioned that credit card payments should be accepted as well as cash for Town events associated with RiverFest. Town Council directed Ms. Little to look into accepting credit card payments.

Councilmember Perkins proposed making the Beer Garden a two day event. Ms. Little responded that it would be looked into and that a Beer Garden Express bus will be established.

Councilmember Fithian asked about promoting an increase in Beer Garden attendance. Ms. Little responded that the hours will be extended and more advertising will begin.

Ms. Little reported the change of Haunt the Town to Spirits to Spirits. Councilmember Dawson asked about the location. Ms. Little responded that it will be in the Patriot Scuba parking lot.

Mayor Porta asked about Ms. Little's work with Hitchcock Paper Co. Ms. Little responded that she just provided a list of current in town businesses.

At the request of the Mayor, Mr. Crim reported that a new Virginia law allows streets to be designated as areas where liquor can be consumed during special events. The Council directed the Town Attorney to brief the Council at a future meeting on the parameters for obtaining the necessary approvals.

H. Boards and Commissions:

Councilmember Holloway reported that during the previous Architectural Review Board meeting, two historic colors for future signs had been approved following a presentation by Town Staff. Councilmember Holloway also reported that she was working on several fonts to be used in future signage.

Councilmember Perkins reported that Planning Commission would be working on proposing potential improvements to other Town Entrances. Councilmember Perkins mentioned that Planning Commission discussed the parking study recommendations and the proposed Mill at Occoquan.

8. Regular Business

A. Building Official Follow-Up Meeting

Town Council discussed the Building Official Follow-Up during the Building Official Report.

B. Mill Street ADA Pedestrian Improvements

Ms. Leidich reported on the proposed Pedestrian Improvements project. The redesign endorsed by Town Staff was chosen so as not interfere with the right-of-way.

Councilmember Perkins asked about how expensive the redesign would be for Mill Street and Ellicott Street. Ms. Leidich respond that a price has not been confirmed yet.

Councilmember Holloway asked Town Staff what a bump out entails. Ms. Leidich responded that a bump out is a curb that is physically raised.

Town Council discussed the difference of placing walkways with the appropriate stop bars. Councilmember Perkins asked about the projected expense difference between the original plans and the redesign. Ms. Leidich responded that the Town has already put in the matching funds for the project. Town Staff was directed to speak with Prince William County and Virginia Department of Transportation about the difference in cost for an additional crosswalk.

Councilmember Holloway moved to have Town Council endorse the recommended design concepts for the pedestrian improvements on Mill Street at the intersections of Washington Street and Ellicott Street as referenced in attachment one and presented on the August 6th Regular Town Hall Meeting.

A motion was made by Councilmember Holloway, seconded by Councilmember Fithian, to approve the proposed Pedestrian Improvements on Mill Street. Motion passed, unanimously.

9. Closed Session

Councilmember Dawson 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 performance of town employees, as permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property for public purposes within Town boundaries, and as permitted by Virginia Code Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel relating to The Mill at Occoquan development. Councilmember Perkins seconded. Ayes: all, by voice vote. Closed session began at 8:48 p.m.

The Council came out of Closed Session at 10:33 p.m. Councilmember Dawson 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 Holloway seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

10. Adjournment

The meeting was adjourned at 10:35 p.m.



Christopher Coon
Town Clerk