



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, June 4, 2019**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, Laurie Holloway, and Eliot Perkins  
**Staff:** Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Martin Crim, Town Attorney.

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizens Time**

Mercedes Kirkland Doyle, Good News Community Kitchen, asked on behalf of Good News Community Kitchen charity to use River Mill Park for their Back to School Community Cookout and Supply Giveaway. Mayor Porta responded saying that Good News Community Kitchen would need to pay \$500 for using River Mill Park and the town would reimburse the expense to Good News Community Kitchen.

Councilmember Dawson moved to donate \$500 to Good News Community Kitchen for its use of River Mill Park on August 16<sup>th</sup>.

**A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that \$500 be donated to Good News Community Kitchen. Motion passed, unanimously.**

John M. Amoda, 309 Commerce St., spoke about street side parking concerns within the Historic District. Mr. Amoda mentioned two public parking spots that were now reserved for Town Staff. Mr. Amoda then asked how many parking spaces Town vehicles require. In particular Mr. Amoda spoke about the Town Manager spot applying to all hours and two police car spots, all within the Historic District. Mr. Amoda proposed that the Town Manager spot be changed to Monday through Friday. Mayor Porta asked Mr. Amoda to remain for the agenda item related to his concern.

Mr. Amoda mentioned that his impression was that Town Council did not seem aware of problems as the posting of a new sign was not approved by Town Council. Councilmember Perkins responded that in regards to parking, Town Council was looking at the big picture.

Kimberly Rolince, 302 Poplar Alley., discussed the parking problems for residents specifically as it can be difficult to unload things from a car for residents on Union St. & Commerce St. Ms. Rolince proposed making two resident only spots in Poplar Alley. Mayor Porta responded that any such restrictions would require devoting enforcement

resources. Mr. Crim advised that it would be best implemented as part of a the more comprehensive parking plan under consideration. Vice Mayor Sivigny commented that the compact car space was for the blind zone. Councilmember Fithian asked Councilmember Perkins if compact parking was part of the parking study. Councilmember Perkins responded that the Parking and Traffic Study did not include anything specific to compact cars but that they were part of the discussion.

Ms. Rolince also mentioned driving concerns related to Blocking the Box. Councilmember Fithian suggested to Ms. Rolince that she attend the July 16<sup>th</sup> Regular Meeting to discuss parking.

#### 4. Approval of Minutes

Councilmember Holloway moved to approve the minutes of May 7, 2019 Public Hearing Minutes.

**A motion was made by Councilmember Holloway, seconded by Vice Mayor Sivigny that the minutes of May 7, 2019 be approved. Motion passed, unanimously.**

Councilmember Fithian submitted grammatical edits to the May 7, 2019 Regular Meeting Minutes. Councilmember Perkins moved to approve the amended minutes of May 7, 2019 Regular Meeting Minutes.

**A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the amended minutes of May 7, 2019 be approved. Motion passed, unanimously.**

Councilmember Perkins moved to approve the minutes of May 21, 2019 Public Hearing Minutes.

**A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the minutes of May 21, 2019 be approved. Motion passed, unanimously.**

Vice Mayor Sivigny moved to approve the May 21, 2019 Work Session Meeting Minutes.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the minutes of May 21, 2019 Work Session be approved. 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.

Met with Mercedes Kirkland Doyle in regards to the Good News Community Kitchen Charity.

5/14 Met with Bruce Reese about storm water issues on West Locust St.

5/15 Participated in meeting with Ruth Anderson and Fairfax Water regarding the reservoir

5/18 Participated in Discover Occoquan activities including the blessing of the fleet with Councilmember Holloway, gave a historical tour, and dedicated the new historical marker.  
5/23 Present for Ribbon cutting of Urban Posh with Councilmember Fithian.

Mayor Porta asked for Councilmembers to declare if they will be present for the storm water management meeting with Mark Aveni on June 6th. (This meeting was cancelled, there will be a future meeting on this issue that will be advertised and open to the public.)

Mayor Porta informed Town Council that he intends to discuss a social media policy for the town. Mayor Porta proposed using a one additional social media platform as an alternative to Facebook. Councilmember Holloway suggested implementing a social media plan. Mr. Crim mentioned his experience in creating social media policies that are sensitive to First Amendment rights.

## 6. Councilmember Report

Councilmember Perkins volunteered at Discover Occoquan including the dedication of the new historical marker. Councilmember Perkins congratulated the owners of Urban Posh later on the day of the ribbon cutting. Councilmember Perkins also reported on the Planning Commission's discussion about parking and additional town entrances.

Councilmember Holloway attended the blessing of the fleet with Mayor Porta and spoke with Occoquan River Maritime Association about cross promotion during Discover Occoquan. Councilmember Holloway also volunteered at the Spring Craft Show.

Councilmember Fithian attended Urban Posh ribbon cutting and volunteered at the Spring Craft Show. Councilmember Fithian asked Mr. Crim if he had any conversation about Occoquan residents using the Moorings of Occoquan Pool. Mr. Crim responded that he had not. Mayor Porta said that he did not believe the Town Attorney should initiate contact as any decision needs to be made by Moorings of Occoquan.

Councilmember Dawson volunteered at the Spring Craft Show.

Vice Mayor Sivigny offered congratulations about the Spring Craft Show and also asked that more details about RiverFest plans be settled.

## 7. Staff Reports

### A. Town Attorney:

Mr. Crim briefed Town Council about the engagement letter for Quist and Associates, LLC. Mr. Crim also worked on the new the landscape contract with staff. Mr. Crim did consult with the Zoning Administrator and Town Manager about the parking ordinance and definition of a bedroom.

Councilmember Holloway inquired about whether the contract dealt with the problems caused by the contractors sandblasting causing damage to cars. Mr. Crim responded that it could be added to contract.

Councilmember Perkins asked if the contract was made with a professional landscaper to keep tending seasonally based. Ms. Leidich responded that the contract is seasonally based and has fourteen sites of maintenance. Mayor Porta also responded that the original contract was made with a landscape contractor and has been updated since then.

Mr. Crim was released at 9:25 p.m. with no objections.

**B. Town Engineer:**

Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda but was not present.

Councilmember Perkins asked what the communication problem was with the Virginia Department of Conservation and Recreation in regards to the Kayak Ramp. Ms. Leidich responded that there were limited responses when asked. Mayor Porta will be contacting the State representatives to inquire about reallocation of funding for the project.

Councilmember Holloway asked for Mr. Reese to have his name on documents moving forward.

**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. Ms. Leidich had four points to bring to Town Council, 1.) Congratulated Julie and company for the success of the Spring Craft Show, 2.) Informed Town Council that a new American Flag for Town Hall is being acquired due to the current flag being damaged, 3.) Mentioned that the landscape contract posting has been posted, 4.) Asked Town Council to make the July 1<sup>st</sup> week a Town Staff work week. This was agreed upon with no objections.

Mayor Porta identified four items he wants staff to report to the Council on each month with regard to planning for the revised spring show. They are: 1.) Revenue projections from vendor fees and attendee tickets, 2.) Other revenue sources such as sponsorships, 3.) Updates on street closures, 4.) Staff workload required for events.

Vice Mayor Sivigny spoke about how important a two day event was. Councilmember Fithian agreed and spoke about the importance of more definitive planning to answer questions. Councilmember Perkins discussed growing new events.

Councilmember Holloway asked for the newest set of comments and revisions for the Mill at Occoquan.

**E. Town Treasurer:**

Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. Mayor Porta asked why the sums did not add up. Mr. Coon responded that the error was found and corrected.

**F. Chief of Police:**

Chief Linn reported on an incident on Sunday morning about an alleged abduction and brandishing of a firearm. The incident was resolved with no injuries or property damage. Councilmember Holloway asked if an arrest was made and Chief Linn answered in the affirmative but that the investigation is ongoing.

**G. Boards and Commissions:**

Ms. Seefeldt reported with Councilmember Holloway that the Architectural Review Board spoke about, 1.) Temporary signs and banners being posted throughout town longer than permitted, 2.) Thanked Town Council for allowing ARB to provide comments on the Comprehensive Town Sign Inventory and Recommendations.

**8. Regular Business****A. Request to Adopt and Appropriate Fiscal Year 2020 Budget and Tax Rates**

Tax items were split on voted on individually by Roll Call Vote.

**A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the Real Estate Tax Rate for FY 2020 be set at \$0.12 per \$100 of assessed value. Motion passed, unanimously.**

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the Meals Tax Rate for FY 2020 be set at 3%. Motion passed, unanimously.**

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that the Transient Tax Rate for FY 2020 be set at 2%. Motion passed, unanimously.**

**A motion was made by Councilmember Holloway, seconded by Councilmember Fithian that the FY 2020 budget as presented be adopted and appropriate the funds for the expenditures shown in the budget. Amended motion passed, unanimously.**

**A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny that the Capital Improvement Fund for FY 2020 be adopted. Motion passed, unanimously.**

**A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the Mamie Davis Fund for FY 2020 be adopted. Motion passed, unanimously.**

**A motion was made by Councilmember Fithian, seconded by Vice Mayor Sivigny that the Craft Show Budget for FY 2020 be adopted. Motion passed, unanimously.**

Mayor Porta asked that a copy of the adopted line item budget be provided to all Town Council members by Town Staff. Ms. Leidich responded that staff would do so.

**B. Use of Town Fleet Vehicle**

Ms. Leidich reported to Town Council the sale of the Crown Victoria vehicle. Ms. Leidich then spoke about the proposed repurposing of the fleet vehicle for town activities.

Vice Mayor Sivigny commented that renting a vehicle would be cheaper for event use due to heavy repair cost. Councilmember Perkins mentioned that his understanding was that the water pump breaks on the Town vehicle were repaired for the purpose of selling. Ms. Leidich responded that repurposing the vehicle will lower maintenance cost because it will be used less then when it was commissioned as a police vehicle.

Councilmember Fithian asked how often a repurposed Town Fleet Vehicle would be used. Ms. Leidich responded that three to four times a month plus events is the intention.

Vice Mayor Sivigny moved to sell the Town Fleet Vehicle.

**A motion to sell the Town Fleet Vehicle was made by Vice Mayor Sivigny, seconded by Councilmember Dawson. Motion passed, unanimously.**

#### **C. Request to Contract On-Call Financial Consulting Services**

Mayor Porta shared his views that he wants any potential contract to be a teaching accommodation not performing part of the treasurer's duties. Councilmember Holloway moved to set a not-to-exceed amount of \$5000 to contract with Quist & Associates, LLC.

**A motion to set a Not-To-Exceed amount of \$5000 was made by Councilmember Holloway, seconded by Councilmember Fithian that the contract with Quist & Associates, LLC. be adopted. Motion passed, unanimously.**

#### **D. Town Vehicle Parking Discussion**

Mayor Porta spoke about his views on the current state of Town vehicle parking. Of particular concern was occupying spaces within the Historic District and how on duty police officers functionally occupy three spaces. Ms. Leidich responded that historically there have been two Town Staff spots. Ms. Leidich also said that on duty officers functionally take two spaces because of where their personal cars are parked.

Councilmember Fithian asked Chief Linn why the Occoquan Police Department requires two parking spots on Ellicott St. Chief Linn responded that officers taking business spots can cause larger problems. Chief Linn recounted past security issues with police cruisers and the safety of video surveillance on current police parking spots. Chief Linn responded to questions from Councilmembers Perkins and Holloway that without reserved spots Officers have difficulty moving gear when two officers are on duty. Mayor Porta proposed that only two spots be reserved for all of Town Staff. Mayor Porta asked Town Staff to use the River Mill Park cul-de-sac.

Vice Mayor Sivigny moved to remove the second Police Parking Only sign on Ellicott St.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that Police Department parking have one spot removed. Motion passed, unanimously.**

Mayor Porta asked Town Staff and Councilmember Dawson to speak with Mr. Brill about the placement of town equipment at the Annex and the parking it requires. This agenda item was moved up with unanimous consent to follow 4. Approval of the Minutes.

#### 9. 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), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of all public officers, appointees, or employees of any public body. Councilmember Holloway seconded. Ayes: all, by voice vote. Closed session began at 9:54 p.m.

The Council came out of Closed Session at 10:33 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 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.



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Christopher Coon  
Town Clerk