



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 19, 2019**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Matthew Dawson, Cindy Fithian, Laurie Holloway, and Eliot Perkins  
**Absent:** None  
**Staff:** Kathleen Leidich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; Katy Nicholson, Town Clerk

**1. CALL TO ORDER**

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

**2. REGULAR ITEMS**

**A. Update on Kayak Ramp Project**

Ms. Leidich reported that she has a contract ready for Mayor Porta's signature, and she is waiting for Prince William County to approve the building permit.

Mayor Porta asked how long the permitting and construction processes are expected to take; Ms. Leidich responded that each process is expected to take 45 to 60 days, and that the town engineer is waiting for the contractor to prepare the paperwork for the permit application.

Mayor Porta noted that he understands construction will need to stop on February 15 due to environmental restrictions. Ms. Leidich responded that she is working to ensure that construction is complete by that date if necessary.

Mayor Porta said he plans to work with town staff to revise the town budget, as the estimate for the project has increased since the capital plan was adopted.

**B. 2020 Meeting Calendars for Councils, Boards and Commissions**

Ms. Leidich presented the 2020 meeting calendar, which includes 12 regular meetings and 10 work sessions.

Mayor Porta noted two errors in the town's meeting ordinance document provided; Ms. Leidich said she would review the ordinance.

Vice Mayor Sivigny mentioned that Council has not always held work sessions in the past. Mayor Porta said he will use his discretion to cancel any unnecessary work sessions in 2020.

**Motion to approve the 2019 Town Council meeting and holiday schedule:**

Moved by Councilmember Fithian; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

**C. Town Project Overview**

Ms. Little reported on the following:

- The town has hired Megan Matheny, a public relations/social media professional, to help identify the town's typical visitor demographics and determine how to reach that target audience. Under the guidance of Ms. Matheny, the town developed new promotional collateral for the Spirits and Spirits event, and is currently rolling out promotional

materials for winter shopping season. Mayor Porta asked whether market research from the town's recent logo/branding project is being used for this initiative; Ms. Little responded that it is being used. Councilmember Perkins noted that he would like to hear about the highlights of any conversations about target demographics and outreach plans; Ms. Little responded that she will make that information available to Council. Councilmember Holloway asked if Ms. Little is reviewing all content produced by Ms. Matheny before it is posted; Ms. Little responded that she is reviewing all materials and that so far, Ms. Matheny has been producing photography and Ms. Little has been creating and posting the actual content.

Ms. Leidich reported on the following:

- In addition to regular duties, staff are working on 21 projects, 13 of which are related to Council's priorities.
- The December 3 Council Meeting agenda will include discussion of Council's proposed 2020 priorities.
- The Service Authority recently fixed the manhole cover in front of Bann Thai so it is now flush with the walkway.
- The town's holiday decorations have been installed.
- Work is progressing on the River Mill bathhouse, and Ms. Leidich expects it to be completed within the next few weeks.
- Ms. Leidich plans to meet with Prince William County regarding the stormwater management project.
- The town is working with the Prince William County building inspector regarding the kayak ramp and Kiely Court projects.
- Ms. Leidich and Ms. Little recently met with the CEO of the Workhouse Arts Center in Lorton to discuss potential tourism/event collaboration.
- Town staff is reviewing standard operating procedures for dock usage following a recent fire; the Town Attorney has advised that while the town cannot regulate smoking on the dock, it can regulate the use of open flame.
- Prince William County staff will present plans for a new visitor center kiosk at an upcoming Architectural Review Board meeting.

Discussion:

- Councilmember Holloway said she has not received many OCQ alerts since she signed up for the system. Ms. Leidich responded that the messaging system has been used for several alerts, and that she is trying to use the system judiciously to avoid "information exhaustion." Mayor Porta suggested that staff include sign-up reminders in all future town newsletters. Councilmember Holloway suggested a review of the message categories. Mayor Porta said he plans to meet with Councilmember Holloway and Ms. Leidich to discuss the system.
- Vice Mayor Sivigny asked whether there were any updates regarding the idea of Prince William County taking over the town's vehicle licensing fee collection process to save the town money and staff time. Chief Linn responded that the county was unable to take over the process this year and is willing to consider it next year if the town is still interested.

- Councilmember Perkins noted that he wants to ensure the town is taking advantage of all opportunities for stormwater management grant funding. Ms. Leidich responded that the town is on track to apply for a grant with a March deadline. Mayor Porta said he would follow up with staff on the status of the grant application.

### 3. CLOSED SESSION

**Motion to 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 and as permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property within Town limits for public purposes:**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

Closed session began at 7:38 p.m.

Closed session ended at 8:10 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. Seconded by Councilmember Holloway. Ayes: Vice Mayor Sivigny, Councilmembers Perkins, Holloway, Fithian, and Dawson, by roll call vote. Nays: None**

### 4. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.



Katy Nicholson  
Town Clerk