



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, December 3, 2019**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Cindy Fithian and Eliot Perkins

**Absent:** Councilmembers Matthew Dawson and Laurie Holloway

**Staff:** Kathleen Leidich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Katy Nicholson, Town Clerk

### 1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m., noting that Council barely was able to make quorum, and one of the councilmembers in attendance was not feeling well. Mayor Porta proposed that discussions regarding the Community Partnership Award and the confirmation of the 2020-2021 Council Focus Areas, as well as reports from the Events and Community Development Director, Police Chief and Architectural Review Board be postponed until the January meeting.

### 2. CITIZENS TIME

Lance Houghton, 127 Washington Street, commented that there was construction debris in the right-of-way in front of 426/430 Mill St. Mr. Houghton suggested that the town either require the property owner to clear and/or obscure the debris, or do so itself. Mr. Houghton also noted that the property owner has placed for sale and bank financing signage in the right-of-way.

### 3. APPROVAL OF MINUTES

#### A. November 7, 2019 Regular Business Meeting Minutes

Moved by Councilmember Perkins, as amended; seconded by Vice Mayor Sivigny.  
Motion **passed** unanimously by voice vote.

#### B. November 19, 2019 Work Session Minutes

Moved by Councilmember Perkins; seconded by Councilmember Fithian.  
Motion **passed** unanimously by voice vote.

### 4. MAYOR'S REPORT

Mayor Porta reported on the following activities in which he participated:

- 11/8 – Ribbon cutting for Organic Allure
- 11/8 – Interview with student on governmental processes
- 11/12 – Volunteer Event at the Bottle Stop.
- 11/21 – Interview and tour with VOA Indonesia Service
- 11/22 – Guild Open House and Town Tree Lighting
- 12/1 – Ebenezer Blessing and Town Holiday Party

Mayor Porta also reported on or inquired of staff regarding the following items:

- Mayor Porta and Events Director Julie Little have updated the OCQ Alerts signup page on the Town website so that it is a simple form and does not require the use of Survey Monkey. Additionally, he ensured that a reminder about the ability to sign

up for OCQ Alerts was put in the most recent Town newsletter and will be a regular item in future monthly newsletters.

- Mayor Porta reminded the Town Manager about the need to update the Town Code on the Town website.
- Mayor Porta reminded the Town Manager about the need to have the final minutes of meetings signed and then placed on the Town website.
- Mayor Porta reminded the Town Manager about the need to be prepared to apply for available storm water management grants in 2020.
- Mayor Porta noted that he planned to move forward in calendar year 2020 on the idea of establishing task forces to assist staff in researching certain subjects.

## 5. COUNCILMEMBER REPORTS

- Councilmember Perkins said he had a problem with his town email account recently, and that he appreciated the prompt manner in which it was resolved.
- Councilmember Fithian mentioned that she enjoyed a recent volunteer appreciation event, the Tree Lighting and Open House, and the Town Blessing and dinner. She also complimented the town Maintenance Supervisor on the holiday decorations at River Mill Park.
- Vice Mayor Sivigny thanked town staff for fixing a traffic mirror at the corner of Union Street and Poplar Alley, which has improved visibility at the intersection.

## 6. STAFF REPORTS

### A. Town Attorney

Mr. Crim noted that the town needs nominees for two vacant positions on the Board of Zoning Appeals.

### B. Town Engineer

Mr. Reese said he had nothing new to report.

Councilmember Fithian asked whether there were any updates on the kayak ramp project; Mayor Porta replied that the topic would be addressed in closed session.

### C. Chief of Police

Councilmember Fithian inquired about a recent traffic stop that resulted in felony child neglect charges. Chief Linn responded that the incident involved a speeding vehicle with six unsecured children.

Councilmember Perkins asked about the discrepancy between the number of incidents in recent police reports. Chief Linn explained that he submitted his November report a week and a half earlier than usual due to the Thanksgiving holiday, so it covered a shorter time period than usual.

### D. Boards and Commissions

Councilmember Perkins noted that the Planning Commission has not received any updates from the applicant regarding the Mill at Occoquan project. He also mentioned that an osprey nest near the site has been removed, noting that it is legal to remove inactive osprey nests at this time of year.

Councilmember Fithian asked whether there is a time limit for the project to be updated; Councilmember Perkins responded that he is not aware of a time limit, and he hopes the amount of time between updates is an indication that the developer is preparing a well-thought-out application.

**7. CLOSED SESSION**

**Motion to convene in closed session to discuss the following 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 and as permitted by the Virginia Code Section 2.2-3711(A)(8) consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel relating to the kayak ramp:**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.  
Motion **passed** unanimously by voice vote.

Closed session began at 7:23 p.m.

Closed session ended at 8:00 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 Fithian. Ayes: Councilmember Perkins, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote. Nays: None**

**8. ADJOURNMENT**

The meeting was adjourned at 8:01 p.m.



Katy Nicholson  
Town Clerk