



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, August 18, 2020
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, Laurie Holloway and Eliot Perkins (participated electronically)

Absent: None

Staff: Martin Crim, Town Attorney; Adam Linn, Chief of Police; Jason Forman, Town Sergeant; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m. Councilmember Perkins participated electronically from Florida due to personal reasons (travel).

2. COUNCIL ORIENTATION WITH TOWN ATTORNEY

Mr. Crim delivered a presentation regarding the duties of the Town Attorney.

Chief Linn requested Council's approval to purchase materials to create partitions allowing all Council members to sit at the dais. He explained that it would cost approximately \$1,800.00 for Town staff to construct the plexiglass barriers, and that Vice Mayor Loges had met with a contractor who planned to submit a cost estimate for the project. He added that he expected that the cost of the project could be reimbursed by Coronavirus Aid, Relief, and Economic Security (CARES) Act funding.

Mayor Porta requested Council's unanimous consent to add this item to the agenda. No objections.

Mayor Porta asked if the partitions would extend behind the edge of the dais, as Council members would need a barrier between their chairs. Chief Linn responded that the partitions would extend approximately 2 ½ feet behind the dais.

Councilmember Holloway said she was concerned about the cost of the materials, as she thought \$2,000.00 was a lot to pay for six sheets of plexiglass and wood for frames. Chief Linn said he agreed that the price was high, but the 4' x 8' plexiglass sheets would cost approximately \$180.00 apiece and he wanted to ensure that the approved funding would cover all of the necessary materials.

Motion to authorize Town staff to expend an amount not to exceed \$2,000.00 to purchase social distancing barriers with CARES Act funds, and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from the CARES Act funds.

Moved by Councilmember Fithian; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

3. CLOSED SESSION

Motion to convene in closed session to discuss, as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment, or assignment, appointment, promotion, performance,

demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with Town Manager and Town Hall staff.

Moved by Councilmember Bienia; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

Closed session began at 8:05 p.m.

Closed session ended at 8:55 p.m.

Motion to 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.

Moved by Councilmember Bienia; seconded by Councilmember Fithian.

Ayes: Councilmember Holloway, Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: None.

Mayor Porta asked for unanimous consent to add to the agenda:

- A Resolution Announcing Severance Package of Appointed Official in Accordance with Virginia Code Section 15.2-1510.1
- A resolution regarding the appointment of an Acting Town Manager
- Authorization of the Mayor to make an employment offer for the Town Manager position

There being no objection, these items were added to the agenda.

Motion to adopt A Resolution Announcing Severance Package of Appointed Official in Accordance with Virginia Code Section 15.2-1501.1.

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

Ayes: Councilmember Holloway, Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Motion to adopt A Resolution Appointing Mayor Earnest W. Porta Jr. Acting Town Manager.

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Ayes: Councilmember Holloway, Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Motion to authorize the Mayor to make an offer of employment for the position of Town Manager to Kirstyn Jovanovich.

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

Ayes: Councilmember Holloway, Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

4. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Katlynn Nicholson

Katy Nicholson
Town Clerk