



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, January 19, 2021**  
**7:00 p.m.**

- Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia (remotely), Cindy Fithian (remotely), Laurie Holloway, and Eliot Perkins
- Staff:** Kirstyn Jovanovich, Town Manager/Interim Town Clerk; Adam Linn, Chief of Police; Jason Forman, Deputy Chief of Police; Julie Little, Events and Community Development Director; Bruce Reese, Town Engineer (remotely)

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:10 p.m. Councilmembers Fithian and Bienia participated remotely from their home and from Ohio, respectively, in accordance with Town ordinances, due to illness and travel, respectively. The Town Engineer, Bruce Reese, participated remotely from his office.

Mayor Porta requested that the Town Manager introduce Manuel Casillas, who is currently serving as de facto Town Treasurer on a temporary basis.

**2. CONSENT AGENDA**

**a. January 5, 2021 Meeting Minutes**

**Councilmember Holloway moved approval of the items on the Consent Agenda. Vice Mayor Loges seconded. Motion passed unanimously by voice vote (Councilmember Fithian had not yet joined the meeting and therefore did not vote).**

**3. REGULAR BUSINESS**

**a. Request to Approve Planimetric Survey Extended Scope**

Ms. Jovanovich explained that this would cover the area of Mill Street east of Washington Street and an additional area above Commerce Street. She also explained the source of past discrepancies between some parking space calculations.

**Vice Mayor Loges moved to approve the contract with Legacy Engineering for additional planimetric survey work in the amount of \$1,750. Councilmember Perkins seconded. Motion passed unanimously by voice vote (Councilmember Fithian had not yet joined the meeting and therefore did not vote).**

**4. WORK SESSION**

**a. FY2022 Budget Work Session – Town Council Priority Setting**

Councilmember Fithian joined the meeting remotely at this point. Mr. Reese left the meeting.

Ms. Jovanovich indicated that she had distributed a draft financial report to help inform the discussion. Mayor Porta noted that he had reviewed the report with Ms. Jovanovich and it essentially tracked with expectations. Real estate tax receipts are not due until February and the budgeted transfer from operating reserves has not yet been made. Expenses are higher than a straight line projection would indicate, but accurately reflect the expected front-loading of some expenses.

Ms. Jovanovich presented the Town Council priorities from last fiscal year. Mayor Porta suggested that the discussion work down from the five high-level categories from last year (**Community Development and Programming, Historic Preservation and Town Appearance, Parking Management, Public Safety, and Stormwater Management**) and asked first whether or not an additional high level category should be added. Vice Mayor Loges suggested adding something related to fiscal concerns given the impact of the COVID-19 pandemic.

Noting that fiscal responsibility is something that permeates all the categories as a matter of standard practice, the Council agreed to add a high-level category with a working title analogous to "**Economic and Pandemic Recovery.**"

The Council agreed to retain the high level category of "**Community Development and Programming**" and suggested the following changes to the detail bullets: (i) remove "participate in VML's Green Government Challenge," (ii) add "plan and promote Occoquan as a trail junction," (iii) add "outreach to HOAs," and (iv) remove the modifier "artistic" from coordination with LRPA, etc.

The Council agreed to retain the high level category of "**Historic Preservation and Town Appearance**" and suggested the following changes to the detail bullets: (i) remove "be regarded as one of the top five most attractive small towns in Virginia" and instead authorize staff to evaluate what metrics they might want to consider are appropriate for budgeting purposes, and (ii) add "plan for expansion and maintenance of the Riverwalk."

The Council agreed to retain the high level category of "**Parking Management**" and suggested the following changes to the detail bullets: (i) remove "completion of cut-through traffic and parking study" since that has been completed, (ii) remove "implementation plan for cut-through traffic and parking study" and replace it with "thru-traffic management, including continuing discussions with local jurisdictions regarding the issue" (iii) add "measure, analyze, and refine timed parking plan," (iv) add "continue development and implementation of comprehensive parking plan," and (v) remove "continuing requiring developers to provide appropriate off-street parking" since that is already required of developers.

The Council agreed to retain the high level category of "**Public Safety**" and had no changes to the detail bullets.

The Council agreed to retain the high level category of "**Stormwater Management**" and suggested the following change to the detail bullets: add "explore funding options for stormwater maintenance." Mayor Porta noted that the Town has budgeted modest contributions to assist private property owners with the removal of sediment at the end of outflow pipes from Balleywhack Creek and Boundary Branch. Gaslight Landing has used the funds as part of their effort; the affected property owner at Boundary Branch has found the overall costs of the effort prohibitive thus far. He suggested that the Town would need to decide what level of support it

would provide for such efforts given that prior councils had determined this was not a governmental responsibility, but is normally dealt with through natural processes (periodic storms) in the absence of manmade obstructions like docks and wharves. He noted as well that the Town Engineer was working with GMU students on a study related to Boundary Branch and the culvert on Poplar Lane. Ms. Jovanovich raised the issue of how to fund stormwater management programs, suggesting that perhaps the Town could consider its own fee devoted to stormwater. Mayor Porta raised the issue of whether or not all property owners would benefit and recognized resident Walt Seiberling who described stormwater challenges he faces on his property.

In conclusion, Ms. Jovanovich noted that she thinks some of the bullets from last year are aspirational and therefore might not be able to be specifically reflected in budget items. She was encouraged to feel free to note those items in future discussions.

## 5. CLOSED SESSION

**Vice Mayor Loges moved that the Council convene in closed session to discuss as permitted by Virginia Code § 2.2-3711(A)(1) a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with all Town employees. Seconded by Councilmember Holloway. Motion passed unanimously by voice vote.**

The Council went into closed session at 8:25 p.m.

The Council came out of closed session at 9:15 p.m.

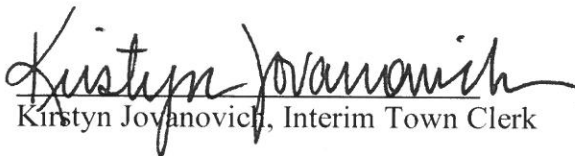
**Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Holloway.**

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

**Nays: None.**

## 6. ADJOURNMENT

The meeting was adjourned at 9:17 p.m.

  
Kirstyn Jovanovich, Interim Town Clerk