



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, June 1, 2021**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Kryss Bienia, Cindy Fithian, Laurie Holloway, and Eliot Perkins

**Absent:** None

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Michele White, Town Clerk; Julie Little, Events and Community Development Director (remotely); Manuel Casillas, Town Treasurer (remotely); Martin Crim, Town Attorney (remotely)

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:03 p.m.

**2. CITIZENS' TIME**

No one spoke at Citizens Time.

**3. PUBLIC HEARING**

**a. Public Hearing on Proposed Fiscal Year 2022 Tax Rates**

Mayor Porta opened the public hearing at 7:05 p.m.

No comments were received.

**Councilmember Perkins moved to close the Public Hearing. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

Mayor Porta closed the public hearing at 7:06 p.m.

**4. CONSENT AGENDA**

**a. May 18, 2021 Meeting Minutes**

**Councilmember Holloway moved approval of the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

**5. MAYOR'S REPORT**

Mayor Porta reported that on:

- May 6, he participated in a County focus group on sustainability and the environment;
- May 8 and 9, he volunteered at the Artisan Walk;
- May 15, he attended a ribbon cutting and opening of the historic Brentsville Jail Exhibit;

- May 16, he attended a ribbon cutting and dedication of the Turning Point Suffragist Memorial at Occoquan Regional Park;
- May 17, he participated in the ribbon cutting for the Battle Street Bistro opening in Manassas, same owners as Secret Garden Café;
- May 21, he provided a historic tour of the town for a tour group from Texas brought by New England Coach, and emceed Trivia Night with over 120 people in attendance;
- May 24, he met with Supervisor Boddye; and
- May 25, he responded to inquiries from Potomac Local.

## 6. COUNCILMEMBER REPORTS

No reports.

## 7. BOARDS AND COMMISSIONS REPORTS

Councilmember Fithian reported that the Architectural Review Board did not meet in May.

Councilmember Perkins reported that the Planning Commission did not meet in May.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mayor Porta asked Ms. Jovanovich for an update on the status of signage at the Kayak Launch. Ms. Jovanovich replied that she is continuing to work with the vendor to install the signage. She noted that Vulcan has donated street sweeping services to the Town, as well as new riprap for the kayak launch site. Mayor Porta stated he would send a thank you letter to Vulcan.

Councilmembers Holloway and Fithian asked about the trucks delivering construction materials to the Rivertown development. Ms. Jovanovich reported that the developer has contacted town staff to coordinate delivery arrangements.

Councilmember Perkins asked if there were any additional landscaping plans. Ms. Jovanovich stated that she doubled the order of annual flowers for this season and that the landscaping contract is now in the maintenance phase.

Vice Mayor Loges asked if the alley between 310 and 308 Mill Street is private as it has been roped off to public access. Ms. Jovanovich responded that it was private property. Vice Mayor Loges mentioned that the Berrywood trash enclosure is not keeping the trash contained. Ms. Jovanovich stated she is aware of this situation and is sending notice to the property owner. Vice Mayor Loges indicated that 102 Poplar Lane has expanded its driveway and asked if a permit was issued. Ms. Jovanovich stated she was not aware of a permit and would look into it. Vice Mayor Loges asked about overgrowth on Poplar Alley. Ms. Jovanovich stated that it is on the Town's landscaper schedule to cut back the vegetation. Lastly, Vice Mayor Loges stated she was concerned about the quick turnaround in advertising the Mill at Occoquan's public

hearing. Mayor Porta noted that this is the standard notice and that the public hearing has been scheduled for some time.

**b. Town Treasurer Report**

Mr. Casillas provided a written Treasurer's report. There were no questions.

**c. Town Attorney**

Mr. Crim provided a written report. There were no questions.

**9. REGULAR BUSINESS**

**a. Request to Implement OCQ Cares Program Round II and to Appoint Members to the OCQ Cares Eligibility Panel**

**Councilmember Perkins made a motion to direct staff to implement Round II of the OCQ Cares Program and appropriate the remaining CARES Act funds for this program and further move to appoint Kirstyn Jovanovich, Julie Little, and Liz Quest as members of the OCQ Eligibility Panel. Councilmember Holloway seconded the motion. The motion passed unanimously by roll call vote.**

**b. Request to Approve Revised Facility Use Guidelines**

Ms. Jovanovich stated that the proposed revisions are minor, and that staff will conduct a more comprehensive review and update of the guidelines in the future. Vice Mayor Loges questioned whether the fee schedule is high enough for needed staff sanitization costs.

**Councilmember Bienia made a motion to approve the revised Facility Use Guidelines as presented. Councilmember Loges seconded the motion. Motion passed unanimously by voice vote.**

**10. DISCUSSION ITEMS**

**a. Town Hall Rental COVID-19 Policy**

**Vice Mayor Loges made a motion to resume Town Hall rentals with reasonable conditions developed by staff regarding face coverings, capacity, and post-event disinfecting plan. Councilmember Perkins seconded the motion. Motion passed unanimously by voice vote.**

**11. CLOSED SESSION**

**Councilmember Holloway made a motion that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: performance, specifically dealing with the Town Manager, Chief of Police and Boards & Commissions. Councilmember Fithian seconded the motion. The motion passed unanimously by voice vote.**

The Council went into closed session at 7:48 p.m.

The Council came out of closed session at 7:56 p.m.

**Councilmember Holloway 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 Perkins. The motion passed unanimously by roll call vote.**

**Vice Mayor Loges made a motion to approve the employment agreement with the Chief of Police and authorize the Town Mayor and Town Manager to sign the agreement. Councilmember Perkins seconded the motion. The motion passed unanimously by roll call vote.**

The meeting was adjourned at 8:02 p.m.



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Michele L. White, Town Clerk