



# OCCOQUAN TOWN COUNCIL

## Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, February 1, 2022

7:00 p.m.

- Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian (remotely), and Eliot Perkins
- Absent:** Councilmember Laurie Holloway
- Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney (remotely); Bruce Reese, Town Engineer (remotely); Adam Linn, Chief of Police; Julie Little, Events Director (remotely); Manuel Casillas, Town Treasurer; Michele White, Town Clerk

### 1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m. Councilmember Fithian attended remotely from the lower level of Town Hall for health reasons.

### 2. PLEDGE OF ALLEGIANCE

### 3. CITIZENS' TIME

No one spoke at Citizens' time.

### 4. CONSENT AGENDA

- a. December 7, 2021 Meeting Minutes
- b. Request to Adopt Resolution R-2022-01 to Refer Amendments to the Town Code Generally Relating to the Chesapeake Bay Preservation Overlay District to the Planning Commission

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

### 5. MAYOR'S REPORT

Mayor Porta reported the following:

- On December 11, he attended the ribbon-cutting for Anderson's Country Store.
- On December 15, he attended a book launch party for resident Henry Brinton's new book set in Occoquan, "Windows of the Heavens."
- On December 16, he participated in Leadership Prince William's Economic Development Day on the Mayor's panel.
- On December 17, he judged the Occoquan Pointe/Barrington Pointe door decorating contest.
- On December 28, he testified via Zoom before the House of Delegates subcommittee handling Town Charter changes.

Mayor Porta also noted the following:

- He is planning for several events, including the OCQ River Paddle Challenge (which has been added to a point series lineup) and a Corn Hole tournament.
- Business owner Pam Konwin sent a thank you note to the Mayor and staff for participating in a meeting with the Occoquan Business Partners.
- In accordance with the wishes of town resident Petra Casipit, who passed away on December 19, her husband Tony Casipit has donated in excess of \$7,000 to the Town for the purchase of a bench swing for River Mill Park. Mayor Porta remarked that this very generous donation is reflection of the kindness and generosity of spirit of both Petra and Tony. A dedication ceremony will be planned for some time in the spring.

## 6. COUNCILMEMBER REPORTS

Councilmember Fithian said that she appreciates the comprehensive communication during snowstorms.

The remaining members of Council had no reports.

## 7. BOARDS AND COMMISSIONS REPORTS

ARB Chairman Seefeldt reported that the Architectural Review Board (ARB) did not meet in January.

Councilmember Perkins reported that the Planning Commission did not meet in December, and he had nothing to report.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Ms. Jovanovich provided a written report as part of the agenda packet.

Mayor Porta noted that there were no delinquencies in Business Licenses or Transient Tax payments.

Mayor Porta asked the Town Engineer what was submitted by the town regarding correctly identifying stream names in the FEMA Flood Insurance map update. Mr. Reese stated that he will forward the comments provided to FEMA regarding identifying existing streams on the maps with the commonly used names.

Councilmember Perkins asked the Town Manager for an update on VDOT projects and activities in town. Ms. Jovanovich stated that (1) VDOT will be striping the intersection of Route 123 and Commerce Street for block the box when the weather warms; (2) VDOT has advised that street paving will occur throughout town during the spring with the schedule to be provided; (3) intersection improvements at Mill/Ellicott and Mill/Washington, which are being managed by Prince William County, are expected to begin in March with the schedule to be provided; (4) staff is continuing to have conversations with VDOT

regarding pedestrian safety improvements at key crosswalks in town; and (5) staff is continuing to have conversations regarding repairs needed on Mill Street between the cul-de-sac and Ellicott Street to address water flow issues.

**b. Town Treasurer Report**

Mr. Casillas provided a written report as part of the agenda packet.

Mayor Porta noted that the Profit and Loss are tracking as expected halfway through the fiscal year. There were no further questions from Council.

**c. Town Attorney Report**

Mr. Crim provided a written report as part of the agenda packet. There were no questions for Mr. Crim.

**9. REGULAR BUSINESS**

**a. Request to Adopt Resolution of Appreciation to Ms. Robyn Becker on the Occasion of her Retirement.**

**Vice Mayor Loges moved to approve Resolution R-2022-02 as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote. Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Perkins.  
**Nays:** None.

**b. Request to Adopt Resolution of Appreciation to Ms. Mitzie Tibbets on the Occasion of her Retirement**

**Councilmember Fithian moved to approve Resolution R-2022-03 as presented. Councilmember Bienia seconded. Motion passed unanimously by roll call vote. Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Perkins.  
**Nays:** None.

**c. Request to Approve Amendments to the Administrative Manual**

**Councilmember Bienia moved to approve the update to the Town Administrative Manual, as amended with removal of the proposed leave buy-back program included under section 3.12 (i) (7) of the draft, contingent on final review by the Town Attorney. Councilmember Perkins seconded. Motion passed unanimously by roll call vote. Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Perkins.  
**Nays:** None.

**10. CLOSED SESSION**

**Vice Mayor Loges 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, and resignation, specifically dealing with the Town Clerk. Councilmember Bienia seconded the motion. The motion passed unanimously by voice vote.**

The Council went into closed session at 7:24 p.m.

The Council came out of closed session at 7:54 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 Perkins. The motion passed unanimously by roll call vote.**


**Vice Mayor Loges moved to increase the Town Manager's salary by \$10,000 retroactive to the Town Manager's anniversary date. Councilmembers Perkins and Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Perkins.

**Nays:** None.

**11. ADJOURNMENT**

The meeting was adjourned at 7:56 p.m.



\_\_\_\_\_  
Michele L. White, Town Clerk