



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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## Occoquan Town Council Town Council Meeting February 15, 2022 | 7:00 p.m.

1. Call to Order
2. Consent Agenda
  - a. February 1, 2022 Meeting Minutes
3. Work Session
  - a. FY 2023 Budget Work Session
  - b. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Briefing
4. Closed Session
5. Adjournment

**Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.**  
*A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).*



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes DRAFT**  
**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.

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Michele L. White, Town Clerk



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>3. Work Session Items</b>	<b>Meeting Date:</b> February 15, 2022
<b>3 A: FY 2023 Budget Work Session</b>	

**Attachments:** a. None – draft budget worksheets will be provided at the meeting

**Submitted by:** Kirstyn Jovanovich  
 Town Manager

**Explanation and Summary:**

This is the first of two scheduled work sessions to discuss the proposed Fiscal Year 2023 Budget and Capital Improvement Plan. The proposed budget will be published by March 31, 2022 a public hearing on the budget will be held on April 5, and a public hearing on the proposed tax rates will be on April 19, 2022. The budget and tax rates are scheduled for adoption during the May 3, 2022 Town Council meeting.

This first work session will focus on the Proposed General Fund, Events Fund and Mamie Davis Fund. The second work session will include an update on these funds based on Council feedback and guidance, as well as the 2023-2027 Capital Improvement Plan. A third work session is tentatively scheduled for April 5, following the public hearing should it be needed.

In addition, the Town Council priorities as discussed during last year’s budget process are included.

Staff will provide a presentation and overview of the requests included in the FY2023 proposed budget. The proposed revenues included in the proposed budget are based on maintaining current Town tax and fee rates.

**BUDGET SCHEDULE**

Town Council Budget Work Session #1	Tuesday, February 15, 2022	7:00 p.m.
Town Council Budget Work Session #2	Tuesday, March 15, 2022	7:00 p.m.
Town Council Budget Work Session #3 (if needed)	Tuesday, April 5, 2022	After public hearing
Proposed FY23 Budget Submitted to Council, Available to Public	Friday, April 1, 2022	COB
Public Hearing: Proposed FY23 Budget	Tuesday, April 5, 2022	7:00 p.m.
Public Hearing: Proposed FY23 Tax Rates	Tuesday, April 19, 2022	7:00 p.m.
Adoption of FY23 Tax Rates and Budget	Wednesday, May 3, 2022	7:00 p.m.

## TOWN COUNCIL PRIORITIES *(As Amended in FY2022)*

### 1. COMMUNITY DEVELOPMENT AND PROGRAMMING

- **Develop community programming and events**
  - Be clean, green, safe and stable
  - On-going coordination with Prince William/Fairfax Counties
- **Plan and promote Occoquan as a trail junction**
- **Outreach to HOAs**
- **Increase reputation and viability of annual events**
  - Be a shopping, dining, entertainment hub for Prince William County, Southern Fairfax County and Northern Stafford County
  - Promote coordination with LRPA and with Lorton Work House Arts Center
- **Business support**
  - Be an attractive center of employment for start-ups/small businesses (5-25) employees

### 2. HISTORIC PRESERVATION AND TOWN APPEARANCE

- **Maintain and preserve historic properties**
- **Promote maintenance of public and private properties**
  - Plan for expansion and maintenance of the Riverwalk
  - Improve the Town's gateways
  - Stewardship of Town's natural resources
  - Beautification/landscaping efforts to enhance Town aesthetics

### 3. PARKING MANAGEMENT

- **Manage parking and traffic issues in Historic District**
  - Measure, analyze and refine timed parking program
  - Continue development and implementation of comprehensive parking plan including paid private lots, development of parking facilities, and timed parking
  - Continue to analyze thru-traffic management, including continuing discussions with local jurisdictions regarding the issue
  - Develop town-owned parking lots

### 4. PUBLIC SAFETY

- **Identify and address public safety concerns**
  - Provide for the public safety of the persons and property of the residents, businesses and visitors to the town
  - Promote a professional and accountable police department
  - Promote safe roads and sidewalks in town

### 5. STORMWATER MANAGEMENT

- **Identify and support opportunities for stormwater management**
  - Sediment Response policy
  - Explore funding options for stormwater maintenance program

### 6. ECONOMIC AND PANDEMIC RECOVERY

- **Identify economic development opportunities**
- **Replenish reserves**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Work Session Items</b>	<b>Meeting Date:</b> February 15, 2022
<b>3 B: FY Coronavirus State Local Fiscal Recovery Funds (SLFRF) Briefing</b>	

**Attachments:** a. None

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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#### **Explanation and Summary:**

Staff will provide a presentation and brief the Town Council on the status of the town's Coronavirus State Local Fiscal Recover Funds (SLFRF) potential projects list.

#### **About SLFRF**

The Treasury Department has issued the Final Rule on the use of the American Rescue Plan Act (ARPA) funds, including the Coronavirus State Local Fiscal Recover Funds (SLFRF) program. The Town is entitled to \$949,560.76 under the SLFRF NEU distribution, with the first tranche of \$474,780.38 received in June 2021 and the second tranche expected in June 2022.

Recipients may use SLFRF funds to:

- Replace lost public sector revenue
- Respond to the public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

The SLFRF funds provide flexibility for each jurisdiction to meet local needs within these four separate eligible use categories.

[Read the Final Rule](#)  
[Overview of the Final Rule](#)