



OCCOQUAN TOWN COUNCIL

Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, March 15, 2022

7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, and Eliot Perkins

Absent: Councilmember Holloway

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Julie Little, Events Director; Manuel Casillas, Town Treasurer; Michele White, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:05 p.m.

Mayor Porta announced that Councilmember Bienia is moving out of the Town limits and is unable to continue serving beyond tonight's meeting on Town Council. Mayor Porta presented a plaque of appreciation to Ms. Bienia and thanked her for her service to the Town.

Councilmember Bienia expressed her appreciation to the Town Council, and the entire Occoquan community and stated it had been an honor to serve.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No one spoke at Citizens' time.

4. CONSENT AGENDA

- a. February 15, 2022 Meeting Minutes
- b. Request to Set Public Hearing on Zoning Text Amendment to Bring the Town Code into Conformance with DEQ's Recommendations for Implementing the Chesapeake Bay Preservation Act

Councilmember Perkins moved approval of the Consent Agenda. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On February 11, conducted a familiarization tour with tour operators brought here by Prince William County;
- On February 12, attended the OWL Volunteer Awards and Officer Installation banquet;
- On February 13, participated in ChocolateFest;

- On February 5, toured the new Mosque along with the Town Manager, Chief of Police, Prince William County BOS Chair and had lunch with members afterwards.

Mayor Porta noted that town resident Cindy Chapman thanked town staff for assisting her with removing large pieces of storm debris resulting from the January snow event from her property. The large pieces of debris were too large for the Town's refuse contractor to collect, so Town staff removed the limbs to dispose.

Mayor Porta stated that with Ms. Bienia's exit from the Town Council, her seat has become vacant and the Town Council may appoint a resident to fill the remainder of her term through December 31, 2022. More information on the appointment process will be included in the April 2022 newsletter and town website, with candidates to be considered at the April 19, 2022 Town Council meeting.

6. COUNCILMEMBER REPORTS

Councilmember Fithian reported that she attended the Community Foundation for Northern Virginia's Finding Our Way Back to Mental Health Conference on March 15, 2022.

7. BOARDS AND COMMISSION REPORTS

Councilmember Fithian reported that the ARB met and unanimously approved a Certificate of Appropriateness for The Mill at Occoquan Exterior Elevation application. She noted that the application only included the exterior of the building, and that the riverwalk would be reviewed under a future application.

Councilmember Perkins reported that the Planning Commission will host representatives from Alpine-X who will provide a brief presentation on the project and respond to questions from the Planning Commission at their meeting on March 22, 2022. He noted the intent is to learn more about the project and discuss future partnership opportunities.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mayor Porta commented that the monthly Administrative Report is excellent and thorough in providing timely updates on the town's day-to-day activities and status updates on ongoing projects impacting the town. Mayor Porta asked if the Administrative Reports are on the website outside of the meeting agenda packet. Ms. Jovanovich stated that the intent is to create a page that includes the Administrative Reports separately on the website for ease of access.

Councilmember Fithian acknowledged the number of volunteer hours contributed to public safety within the town.

b. Town Treasurer Report

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

Mayor Porta expressed his appreciation that the transient taxes were up to date and in compliance.

Mayor Porta asked if the business licenses received were low due to timing. Ms. Jovanovich said yes; license payments for FY2022 are due by the end of May and will show in the report at that time.

Mayor Porta inquired if the unassigned category is the cash on-hand to cover operating expense. Mr. Casillas indicated yes.

Vice Mayor Loges asked about the status of the FY2022 CIP projects. Ms. Jovanovich stated that CIP projects are underway, and an update will be provided during the FY2023 budget presentation later in the meeting.

c. Town Attorney Report

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

9. WORK SESSION ITEMS**a. FY 2023 Budget Work Session**

Ms. Jovanovich provided a presentation on the proposed budget covering updates to the General Fund and the Events Fund since the first budget work session in February, and a status update of the FY2022 capital program and a presentation on the FY2023 proposed Capital Improvement Program.

Ms. Jovanovich requested direction from the Town Council on a policy to transfer funds from the General Fund to the Events Fund to support general community events that are not normally self-supporting. After discussion, the Town Council set the policy that there would be no transfer and that the Events Fund should be self-supporting, with revenues supporting events and investments into the Capital Improvement program.

Ms. Jovanovich indicated that the final budget work session in April will include an overview of the fund balances.

Councilmember Perkins moved to advertise the real estate tax rate at \$0.12 per \$100 of assessed value. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Councilmember Fithian moved to advertise the meals tax rate at 3 percent. Councilmember Bienia seconded. Motion passed unanimously by voice vote.

Vice Mayor Loges moved to advertise the transient occupancy tax rate at 7 percent. Councilmember Bienia seconded. Motion passed unanimously by voice vote.

Vice Mayor Loges moved to advertise the FY 2023 Proposed Operating Fund budget of \$1,227,546 in revenue and \$1,227,546 in expenses. Councilmember Bienia seconded. Motion passed unanimously by voice vote.

Councilmember Bienia moved to advertise the FY 2023 Proposed Capital Improvement Fund budget of \$181,000 in revenue and \$266,000 in expenses. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

Councilmember Fithian moved to advertise the FY 2023 Proposed Mamie Davis Fund budget of \$500 in revenue and \$5,000 in expenses. Councilmember Bienia seconded. Motion passed unanimously by voice vote.

Councilmember Bienia moved to advertise the FY 2023 Proposed Events Fund budget of \$256,870 in revenue and \$196,223 in expenses. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Councilmember Fithian moved to advertise the FY 2023 Proposed E-Summons Fund budget of \$12,000 in revenue and \$3,150 in expenses. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

- b. **Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Briefing Update**
The Town Council deferred this item to their next meeting.

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)(7), consultation with legal counsel pertaining to probable litigation involving a town resident where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Town. Councilmember Bienia seconded the motion. The motion passed unanimously by voice vote.

The Council went into closed session at 9:57 p.m.

The Council came out of closed session at 10:04 p.m.

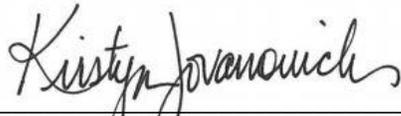
Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom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

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

Nays: None.

11. ADJOURNMENT

The meeting was adjourned at 10:05 p.m.

A handwritten signature in cursive script that reads "Kirstyn Jovanovich". The signature is written in black ink and is positioned above a horizontal line.

Kirstyn Jovanovich, Town Manager | Interim Town Clerk