



## OCCOQUAN TOWN COUNCIL

### Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, June 7, 2022

7:00 p.m.

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

**Absent:** None

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Manual Casillas, Town Treasurer; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow

### 1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:00 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. CITIZENS' TIME

No one spoke at Citizens' time.

### 4. SPECIAL PRESENTATION

Mr. Mike Moran presented the FYE 2021 financial audit.

### 5. CONSENT AGENDA

- a. May 17, 2022, Meeting Minutes
- b. Request to Accept FYE 2021 Financial Audit

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

### 6. MAYOR'S REPORT

Mayor Porta reported the following:

- Thanked town staff and volunteers who helped during RiverFest.
- On May 5, he gave a presentation on updates in Occoquan at the Westminster retirement community.
- On May 19, he attended an event at the NOVA Annandale Campus for visiting Pakistani Business Leaders, which was hosted by a town resident.
- On May 21, he participated with Councilmember Fithian in the dedication of the Valentine Peyton Historic Marker in River Mill Park and attended the annual Blessing of the Fleet at Belmont Bay. He also attended the Music on Mill concert in River Mill Park.
- On May 27, he emceed the first Trivia Night of the season at River Mill Park.
- On June 4, he participated in RiverFest and Craft Show event and administered the 2022 OCQ River Paddle Challenge, which was well attended by people from Maryland in

particular.

- On June 5, he participated in the second day of RiverFest and Craft Show, including speaking at Conservation Alley on Dissolved Organic Compounds, and he attended a meeting of Pakistani Business Leaders in Town.
- On June 7, he collaborated with the County's Office of Historic Preservation on video that they are shooting as part of the commemoration of the 50th anniversary of Hurricane Agnes.
- Mayor Porta also wished to remind everyone of the dedication of a bench swing in River Mill Park taking place on Wednesday, June 15; the swing was donated by the late Town resident Petra Casipit.

## 7. COUNCILMEMBER REPORTS

Councilmember Perkins stated that he enjoyed volunteering at RiverFest and thanked everyone for their work in making RiverFest happen.

Councilmember Holloway stated that she kicked off the Music on Mill Concert Series 2022 season in River Mill Park, which was well attended, and had a discussion with the Pakistani Business Leaders during the RiverFest and Craft Show event. She also thanked everyone for helping and volunteering during RiverFest.

Councilmember Fithian noted the success of RiverFest weekend on June 4 and 5, she thanked the town staff and volunteers that worked to make RiverFest happen. She also thanked Ms. Jovanovich for working on getting fishing line recycling receptacles installed with the help of an Eagle Scout.

Councilmember Love thanked town staff and all of the volunteers for the work put into the RiverFest event.

Vice Mayor Loges noted that she was unable to attend RiverFest weekend but is looking forward to hearing the full report on it.

## 8. BOARDS AND COMMISSIONS

ARB Chair Seefeldt reported that the Architectural Review Board met on May 24, and the Board reviewed and approved two exterior elevation applications. She noted that the ARB welcomed new regular Board Member Lisa Terry and new Alternate Board Member Jennifer Shown.

Councilmember Perkins reported that the Planning Commission met on May 24, and welcomed new Planning Commissioner Don Wood. He further noted that the Community Plan development will be moving forward and that at the next meeting the Commission will include discussions on the future of the Riverwalk.

## 9. ADMINISTRATIVE REPORTS

### a) Administrative Report

Ms. Jovanovich provided a written report as part of the agenda packet and further noted the following:

- Since the date of the Administrative Report, the COVID-19 Community Level in Prince William County has increased from low to medium. CDC Recommended actions based on this level include: staying up-to-date with COVID-19 vaccines; wearing a mask if you have symptoms, a positive test or exposure to someone with COVID-19; and wearing a mask on public transportation. The public may choose to wear a mask at any time, though not required, and high-risk individuals should consider wearing a mask indoors in public and taking additional precautions. Staff will continue to monitor community levels and update related policies as appropriate and necessary. At this time, masking is still optional inside Town buildings for fully vaccinated individuals.
- The Ellicott Street Occoquan Greenway trail project has been selected to receive funding for FY23-24. This project includes addition of asphalt trail on Union Street to Ellicott Street and addition of missing sidewalk connection between Mill Street and Poplar Alley. The Town will coordinate with Prince William County and will provide updates as we move forward.
- VDOT will be paving most VDOT roads in town before July 5, 2022. The Town will receive notice when the contractors are approximately 2 weeks out on the schedule. More information will be provided.
- The Town has contracted to pave Center Lane which will occur the week of June 15. Notices will be going out by the end of the week.
- We would like to welcome and introduce Matt Whitmoyer who is our new Management Fellow. The Town is working with the ICMA Fellow Program and he'll be with us for at least a year as part of the program.

Ms. Jovanovich also expressed her appreciation to the Town Council for their support of RiverFest and for volunteering their time and energy to the show. She further recognized Town staff for their hard work before, during and after the event – Ms. Julie Little, Events Director; Chief Adam Linn, Lieutenant Jason Forman and the entire Public Safety team; Mr. Philip Auville, Town Clerk; Mr. Manuel Casillas, Town Treasurer; Mr. Bucky Brill, Maintenance Supervisor; and Mr. Matt Whitmoyer, Management Fellow. The entire team put in the extra effort this weekend to present a great show for the community and it was a great success due to their efforts and dedication.

**b) Town Treasurer Report**

Mr. Casillas provided a written report as part of the agenda packet. There were no questions. Mayor Porta reminded Council Members that several expense line items are exceeding budgeted amounts because of contractor price increases during the course of the year. He noted in particular trash services and insurance and noted that these had been discussed in multiple prior council meetings.

**c) Town Attorney Report**

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

## 10. REGULAR BUSINESS

**a. Adopt and Appropriate Fiscal Year 2023 Budget and Tax Rates**

**Councilmember Holloway moved adoption to set the following tax rate for the Fiscal**

**Year 2023 beginning July 1, 2022: a Real Estate Tax Rate of \$0.12 per \$100 of assessed valuation. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Perkins moved adoption to set the following tax rate for the Fiscal Year 2023 beginning July 1, 2022: a Meals Tax Rate of three (3) percent. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Fithian moved adoption to set the following tax rate for the Fiscal Year 2023 beginning July 1, 2022: a Transient Tax Rate of seven (7) percent. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Holloway moved adoption of the Fiscal Year 2023 E-Summons Fund beginning July 1, 2022, as presented in the amount of \$3,150 in expenses and \$12,000 in revenue, and appropriate the funds for the expenses shown in the budget.**

**Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Perkins moved adoption of the Fiscal Year 2023 Mamie Davis Fund beginning July 1, 2022, as presented in the amount of \$5,000 in expenses and \$500 in revenue, and appropriate the funds for the expenses shown in the budget.**

**Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Fithian moved adoption of the Fiscal Year 2023 Events Fund beginning July 1, 2022, as presented in the amount of \$196,223 in expenses and \$256,870 in revenues, and appropriate the funds for the expenses shown in the budget. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Councilmember Love moved adoption of to the Fiscal Year 2023 Capital Improvement Plan beginning July 1, 2022, as presented in the amount of \$266,000 in expenditures and \$181,000 in revenue, and appropriate the funds for the expenditures shown in the budget. Councilmember Holloway seconded. Motion passed unanimously by roll call**

**vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Vice Mayor Loges moved adoption of the Fiscal Year 2023 General Fund Budget beginning July 1, 2022, as presented in the amount of \$1,227,546 and appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

During discussion, Vice Mayor Loges described the basis for her support of the General Fund budget, despite originally being surprised by the proposed increase in expenses. Based on discussions on the budget at prior Council meetings and her own review of the budget details, she has concluded that the expense increases are necessary given the current state of inflation and the need to bring certain services up to adequate levels. She noted that the Town has not raised any of its tax rates to accommodate these conditions and unlike larger entities such as the county, town residential real estate taxes are sufficiently modest that any reasonable reduction in the rates to compensate for any assessment increases would not generate meaningful savings for the taxpayer, but would hinder town efforts to provide adequate service levels.

**b. Request to Adopt Resolution to Refer Amendments to the Town Code Generally Relating to Solar Facilities to the Planning Commission**

**Councilmember Love moved to adopt a Resolution to Refer Amendments to the Town Code Generally Relating to Solar Facilities to the Planning Commission.**

**Councilmember Holloway seconded. Motion passed unanimously by voice vote.**

## **11. CLOSED SESSION**

**Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving: acquisition of real property for public purposes, specifically involving property within the Town boundaries, because discussion in an open meeting would adversely affect the Town's bargaining position. Councilmember Holloway seconded. Motion passed unanimously by voice vote.**

The Council went into closed session at 8:06 p.m.

The Council came out of closed session at 8:30 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. The motion passed unanimously by voice vote.**

**12. ADJOURNMENT**

The meeting was adjourned at 8:31 p.m.

  
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Philip Auville, Town Clerk