



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 20, 2022
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow; Manuel Casillas, Town Treasurer

1. CALL TO ORDER

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

As a result of a family medical emergency, Vice Mayor Loges attended remotely from Galveston, TX. As a result of a family medical emergency, Councilmember Holloway attended remotely from Nashville, TN.

2. Special Business

a. Request to Set Public Hearing on Proposed Amendment to Fiscal Year 2023 Capital improvement Program Budget

Councilmember Fithian moved to set a public hearing date of Tuesday, January 17, 2023, for amendments to the Town's Fiscal Year 2023 Capital Improvement Program Budget. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

b. Request to Execute Contract for Sponsorship / Marketing Services

Councilmember Perkins asked Mr. Linn how he felt about the additional materials that were now included in the proposal. Mr. Linn replied that he and Ms. Little talked with Mr. Butterman to address concerns from Council, and now felt comfortable with what was being offered.

Mayor Porta clarified with staff that Mr. Butterman wasn't found on Upwork, but that staff had seen his products on Upwork after contacting him. He also clarified that Mr. Butterman has national sponsors that he can reach out to, while staff would reach out to local groups for sponsorships.

Mr. Linn noted that he and Ms. Little had talked to the contact recommend by Councilmember Holloway for sponsorship / marketing services and was told that this was too short of a turn-around and that she does not do any soliciting for sponsorships.

Councilmember Perkins moved to execute a contract with Matthew Butterman/Verba Optima for Sponsorship marketing services as provided in the proposal in an amount not to exceed \$2,800 for sponsorship packages and sponsor lists and 20% commission for cash sponsorships obtained directly by Matthew Butterman/Verba Optima. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

Mayor Porta noted that he has received complaints that residents were not receiving mail and it was

being sent back by the post office for not having the PO box listed. He also stated he has spoken to the postmaster who advised that mail would be sent back at this point without a PO Box listed. Mayor Porta noted that this issue originally arose in June, that it had been the subject of multiple announcements and mailings since then, and that the recent increase in complaints may be associated with holiday cards being returned. Councilmembers Perkins and Love mentioned that they were aware that the Post Office staff had recently been subjected to a processing audit by the U.S. Postal Service and that the staff had been criticized for slow processing, which the auditors attributed to the processing of mail without a PO Box in contravention of policy. This also may be responsible for more rigid enforcement and the rise in complaints.

Mayor Porta thanked Town staff for attending the special meeting, Manuel Casillas for getting mid-month financial reports sent to Council, and for staff and Councilmember Love attending the Menorah lighting in River Mill Park.

3. ADJOURNMENT

The meeting was adjourned at 7:21 p.m.



Philip Auville, Town Clerk