



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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## Occoquan Town Council Town Council Meeting March 21, 2023 | 7:00 p.m.

1. **Call to Order**
2. **Consent Agenda**
  - a. March 7, 2023 Meeting Minutes
  - b. Request to Adopt PWC Solid Waste Management Plan
3. **Regular Business**
  - a. Request to Appropriate Funds for Fiscal Year 2023 to Establish a Water Quality Testing Program with the Potomac Riverkeeper Network
4. **Work Session Items**
  - a. Town Gateways Discussion
  - b. EV Charger Discussion
  - c. Strategic Framework Discussion
    - i. SLFRF Spending Plan Follow Up
    - ii. Capital Improvements Tiers
  - d. FY 2024 Budget Work Session
    - i. Events Fund
    - ii. Capital Improvements Program
    - iii. First Work Session Funds Follow Up
5. **Closed Session**
6. **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).



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

<b>2. Consent Agenda</b>	<b>Meeting Date:</b> March 21, 2023
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve March 7, 2023, Town Council Meeting Minutes
- b. Request to Adopt PWC Solid Waste Management Plan

**Staff Recommendation:** Recommend approval as presented.

**Proposed/Suggested Motion:**

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, March 7, 2023**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton (remotely), Theo Daubresse, Cindy Fithian, and Eliot Perkins

**Absent:** None

**Staff:** Adam Linn, Town manager / Chief of Police; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow; Julie Little, Events Director; Manuel Casillas, Town Treasurer; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney (remote); Sara Fila, Town Zoning Administrator (remote)

**1. CALL TO ORDER**

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

As a result of personal matters, Councilmember Freeborne Brinton attended remotely from Pensacola, FL.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

No one spoke during citizens' time.

**4. CONSENT AGENDA**

- a. February 7, 2023, Meeting Minutes
- b. Request to Adopt Northern Virginia Hazard Mitigation Plan
- c. Request to Appoint Member to the Planning Commission
- d. Request to Appoint Members to the Architectural Review Board

**Councilmember Perkins moved approval of the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Daubresse, Councilmember Fithian, and Councilmember Perkins

**Nays:** None

**5. MAYOR'S REPORT**

Mayor Porta reported the following:

- On February 9<sup>th</sup>, he attended the first meeting of the Prince William County and PWC School Systems Joint Environmental Task Force (JET) and was elected chair.

Mayor Porta reminded Council of their obligation to complete the FOIA and COI training and to report it to

the Town Manager.

Mayor Porta noted that there is money in the budget to have the water quality monitoring testing of the Occoquan with the Potomac River Keeper Network. The public will be notified about training opportunities in April for those interested in participating in the water quality monitoring program.

Mayor Porta noted he has arranged with staff for Congresswoman Spanberger's staff to hold a mobile constituent service session at the Occoquan Town Hall on April 7<sup>th</sup> from 1 pm to 3 pm. These are for private casework matters between constituents and the Congresswoman's staff.

## 6. COUNCILMEMBER REPORTS

Councilmember Fithian noted that she has been doing business outreach in Town for the sponsorship breakfast being held at Town Hall on March 14<sup>th</sup>.

Vice Mayor Loges noted that she is working with staff on the RFI for a parking facility. She also met with the IT Contractor and staff on future IT plans and community funding.

## 7. BOARDS AND COMMISSIONS

Councilmember Daubresse reported that the Architectural Review Board (ARB) met on February 28<sup>th</sup> and had to push the one exterior review application until the next meeting since the applicant was not present to provide materials and respond to any questions.

Councilmember Perkins reported that the Planning Commission met on February 28<sup>th</sup>. He noted that that they held a strategic meeting to discuss future directions of the Planning Commission for 2023.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet and responded to brief questions from the council.

Mr. Linn provided two updates to the Administrative Report. First, he noted that the RFI for a parking facility will be published on the website by Friday and uploaded on to the Virginia eVA portal.

Second, Mr. Linn noted that an ad for a parking enforcement officer will be posted, and he is reaching out to George Mason University and the Northern Virginia Community College to have the ad posted on their websites as well.

Mayor Porta complimented Mr. Linn and staff on signage enforcement. Mayor Porta also complimented Mr. Linn on the upgrades in the administrative report, specifically, the police complaint reporting initiative. He also noted the value of the public works projects report display.

Vice Mayor Loges thanked Mr. Linn and the Police Department for placing the mobile display sign with speed enforcement information on Commerce Street to bring visibility to speeding and drivers running the intersection at Washington Street and Commerce Street to catch the light at Rt. 123.

Councilmember Perkins asked Mr. Linn if the additional signage and markings were making a difference and if there are any additional steps that can be taken to reduce drivers blocking the

Route 123 intersection. Mr. Linn replied that we've done all we are permitted to with signage but that the only real difference is observed when the officers are present in the intersection.

**b. Town Treasurer's Report**

Mr. Casillas provided a written report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta highlighted that with December's numbers, the Town is now roughly halfway through its budgeted expenses. Some line items that show expenses greater than 50% of the budget are items traditionally paid in full or in significant amounts sooner than halfway through the year.

Mayor Porta reminded everyone that there is an increase in total funds as a result of the ARPA money being received earlier in the year.

Vice Mayor Loges noted that the accounts payable is different than the same time last year and that the operating account as compared to last year is also different. Mr. Casillas replied that the difference with the operating account is a timing issue, and the difference with the accounts payable is the work with DEQ on dredging and waiting for the grant money to come in.

**c. Town Attorney Report**

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

**9. REGULAR BUSINESS**

**a. Request to Approve Zoning Map and Comprehensive Plan Amendments Generally Relating to Designating Mixed Use Overlay Parcels at Myrtle Place and McKenzie Drive as Med-High Density Residential and a Town-owned Parcel as Park and Open Space and Rezoning Corresponding B-1 Parcels to R-3 and PPU in Accordance with the Proposed Comprehensive Plan Amendments**

Mayor Porta noted that at the last council meeting he had requested, and the council had approved, deferring adoption of these changes until he could confer with the HOA for Myrtle Place. His rationale for doing so was based on his understanding that some residents had expressed concern or confusion about the change at the Planning Commission hearing on the matter, and he did not want to assume that because they had not come to the Council hearing that they now had no objection. Since that time, he has contacted the HOA and explained that the intent of the ordinance was to benefit the property owners by bringing the comprehensive plan and zoning ordinance into compliance with the owners' current uses. If they did not wish such a change, however, then the town would likely not pursue it. Mr. Gary Blohm, a resident of Myrtle Place, spoke at the council meeting indicating that he believes the property owners now understand the intent of the ordinance and that he does not object.

**Councilmember Fithian moved to adopt the attached draft ordinances as presented.**

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

**Ayes:** Vice Mayor Loges, Councilmember Daubresse, Councilmember Fithian, Councilmember Freenborne Brinton, and Councilmember Perkins

**Nays:** None

Mayor Porta asked for unanimous consent from the council to add to the agenda a Resolution of Support for Requesting Community Project Funding from the Office of Congresswoman Spanberger for Funds to Remediate the Stormwater System. There being no objection, the Resolution was added to the agenda.

**Councilmember Perkins moved to adopt a Resolution of Support for Requesting Community Project Funding from the Office of Congresswoman Spanberger for Funds to Remediate the Stormwater System. Councilmember Daubresse seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Daubresse, Councilmember Fithian, Councilmember Freenborne Brinton, and Councilmember Perkins

**Nays:** None

## 10. Work Session Items

### a. Strategic Framework Discussion

Mr. Whitmoyer provided a presentation and briefed the Town Council on the updates and progress of the Comprehensive Plan.

### b. SLFRF Discussion

Mr. Whitmoyer provided a presentation and briefed the Town Council on the status of the SLFRF funds and progress of the spending plan.

Councilmember Fithian feeling unwell left at 8:20 pm.

After discussion, the Town Council agreed to direct staff to take the following actions regarding projects on the SLFRF list that are not completed or in progress. Council unanimously agreed to decline to pursue the following:

- The Washington Street Sidewalk Connection.
- The Public Fishing Dock.
- The Old Pump House Demo/Retrofit.

Council unanimously agreed to pursue in modified fashion the following projects:

- The Gateways Beautification Project to explore aspects beyond solely signage.
- Gaslight Conversion Project to update with the cost of retrofitting to different type of gas burner.
- The Riverwalk Expansion Project to not move forward with analysis of north side of the river until the review of the initial product from the vendor is available for the south side of the river.
- The River Mill Park Playground Project to investigate play sculptures for climbing instead.
- The Riverwalk Overlook Extension Project to obtain an updated cost estimate for a large deck behind the Mill House Museum.
- The Parking Facility Plan to retain as part of the RFI process.
- Process Improvements to evaluate based on continuing IT developments.

### c. FY 2024 Budget Work Session

Mr. Linn provided a presentation and briefed the Town Council on the proposed budget covering the Mamie Davis Fund, E-Summons Fund, and the General Fund. Mr. Linn responded to various questions from the council.

Mr. Linn indicated that the second work session will include the proposed budget for the Events Fund, the Capital Improvement Program, updates to funds reviewed at the first work session, and Reserves.

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Mayor Porta read excerpts from a letter from Ms. Vicki Herrman complimenting the Town Police and staff (particularly Mr. Matt Whitmoyer) for assisting her.

## 11. CLOSED SESSION

**Councilmember Daubresse moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to ABC and a local business. Councilmember Perkins seconded. Motion passed unanimously by voice vote.**

The Council went into closed session at 9:48 p.m.

The Council came out of closed session at 10:23 p.m.

**Councilmember Daubresse 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 Daubresse, Councilmember Fithian, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

## 12. ADJOURNMENT

The meeting was adjourned at 10:24 p.m.

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Philip Auville, Town Clerk

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION ADOPTING THE UPDATED 2022 PRINCE WILLIAM  
COUNTY SOLID WASTE MANAGEMENT PLAN**

**WHEREAS**, the Solid Waste Planning and Recycling Regulations in Virginia Administrative Code Section 9VAC20-130 require that local jurisdictions, including Prince William County, develop and maintain comprehensive and integrated Solid Waste Management Plans that describe the current solid waste system and how solid waste will be managed over the next 20 years; and

**WHEREAS**, on June 22, 2004, by Resolution No. 04-705, the Prince William Board of County Supervisors (Board) adopted a County-wide Solid Waste Management Plan to meet Virginia regulations; and

**WHEREAS**, the 2004 Prince William County Solid Waste Management Plan included the Towns of Dumfries, Haymarket, Occoquan, and Quantico; and

**WHEREAS**, the adopted 2004 Prince William County Solid Waste Management Plan was submitted to the Virginia Department of Environmental Quality (VADEQ), and the agency approved the plan on April 22, 2005; and

**WHEREAS**, the County's 2004 Solid Waste Management Plan is nearing the end of the 20-year planning period; and

**WHEREAS**, the Board authorized funding in the fiscal year 2020 budget to revise and update the 2004 Solid Waste Management Plan to reflect changes in the County's solid waste management programs; and

**WHEREAS**, an updated draft Solid Waste Management Plan has been developed by a consultant, SCS Engineers, with input from professional staff and the Solid Waste Advisory Group, which is a standing committee of citizen members appointed by the Board; and

**WHEREAS**, the Solid Waste Advisory Group approved the updated draft Solid Waste Management Plan at its February 10, 2022 meeting, and the plan was subsequently submitted to the participating Towns of Dumfries, Haymarket, Occoquan, and Quantico for review; and

**WHEREAS**, a public outreach program was implemented to obtain public input on the updated Solid Waste Management Plan from homeowners' associations, private refuse collection companies, the Chamber of Commerce, and the general public; and

**WHEREAS**, pursuant to Virginia Administrative Code Section 9VAC20-130-120.F, the Solid Waste Management Plan must include a copy of the local governing body's resolution adopting the plan; and



**WHEREAS**, Virginia Administrative Code Section 9VAC20-130-130.B requires the Board to publish a notice and hold a public hearing on the Solid Waste Management Plan or a major amendment to the plan prior to adoption by the Board; and

**WHEREAS**, by Resolution No. 22-415 on September 6, 2022, the Board authorized the Clerk to the Board to advertise notice of a public hearing for the adoption of the updated 2022 Prince William County Solid Waste Management Plan; and

**WHEREAS**, a public hearing was advertised and conducted in the Prince William County Board chambers on October 11, 2022, and the Board subsequently adopted the updated 2022 Prince William County Solid Waste Management Plan by Resolution No. 22-477; and

**WHEREAS**, Virginia Administrative Code Section 9VAC20-130-120.G requires the adopted Solid Waste Management Plan be approved by members of the solid waste planning unit, which includes the Towns of Dumfries, Haymarket, Occoquan, and Quantico;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Occoquan hereby approves the adopted 2022 Prince William County Solid Waste Management Plan.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 21<sup>st</sup> Day of March 2023.**

**MOTION:**

**DATE: March 21, 2023  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

\_\_\_\_\_  
**Earnest W. Porta, Jr., Mayor**

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**Philip Auville, Town Clerk**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Regular Business</b>	<b>Meeting Date:</b> March 21, 2023
<b>3 A: Request to Appropriate Funds for Fiscal Year 2023 to Establish a Water Quality Testing Program with the Potomac Riverkeeper Network</b>	

**Attachments:** a. None

**Submitted by:** Adam C. Linn  
Town Manager

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

This is a request to appropriate funds for the establishment and maintenance of a water quality testing program for the Occoquan River in coordination with the Potomac Riverkeeper Network.

The Network requests \$2,000 per year for two testing sites on the Occoquan and 6-8 volunteers per year to run the program. Funds for Fiscal Year 2023 would come from reappropriated, unexpended funds in the Public Works budget for the Old and Historic Occoquan District. Future funding will be incorporated into subsequent annual budgets, contingent upon the Town Council's approval and guidance. Recruiting and retaining a group of volunteers will be the responsibility of the Town with the Network providing training and other supports. The 2023 Volunteer Training date is set for April 19th, 10:00am - 1:00pm at National Harbor. The Network will provide links to registration for interested members of the community.

The funds will be used to run the volunteer program and cover lab testing costs. Volunteers will collect samples on a weekly basis at two sites along the Occoquan from May 2023 - October 2023 (32 weeks). Samples will then be delivered to and processed by the Potomac Riverkeeper Network's lab in National Harbor and uploaded to the Swim Guide App and the Chesapeake Monitoring Cooperative.

The Town of Occoquan will receive sponsorship recognition on the Swim Guide App, social media, and the Potomac Riverkeeper Network's website throughout the year as well as recognition as a site sponsor in the next Swimmable Potomac Report.

#### **Background**

At the November 1, 2022 Town Council meeting, the Potomac Riverkeeper Network gave a presentation on their Community Science Water Quality Monitoring Program, which proposed weekly testing on up to three sites along the Occoquan River from May to October. The tests will determine the safety of the water for swimming. Additional types of tests could be added in the future depending on the funding the Network receives.

The Network also addressed the Town Council about the 50 Million Mussel Project which is a Network initiative to restore 50 million native freshwater mussels to the Potomac River by 2030. The project is currently being addressed in the Fiscal Year 2024 Annual Budget process.

**Staff Recommendation:** Recommend appropriating the funds.

**Cost and Financing:** \$2,000

**Account Numbers:** 67600/68000 – Other Parks

**Proposed/Suggested Motion:**

“I move to reappropriate \$2,000 from the General Fund’s Historic District Signage Maintenance and Repair Budget to the Other Parks Budget for the establishment and maintenance of a water quality testing program for the Occoquan River in coordination with the Potomac Riverkeeper Network.”

OR

Other action the Town Council deems appropriate.