



OCCOQUAN TOWN COUNCIL

Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, April 4, 2023

7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton, 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)

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Porta noted that he has been informed that former Mayor Patricia Conway passed away recently in Florida.

3. CITIZENS' TIME

No one spoke during citizens' time.

Mayor Porta asked for unanimous consent to move up from the Boards and Commissions section of the agenda the ARB Chair report. There being no objection, the report was moved up from the Boards and Commissions section of the agenda.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on March 28th and reviewed and approved one exterior elevation application. Chair Seefeldt noted that she was reappointed as Chair of the ARB and that there were two new alternate members on the board.

4. CONSENT AGENDA

a. March 21, 2023, Meeting Minutes

Councilmember Freeborne Brinton moved approval of the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On March 9th, he spoke with the Washington Post reporter regarding a historical inquiry.
- On March 14th, he participated in the community partnership breakfast.
- On March 21st, he participated in the semi-annual Occoquan River Safety Forum.

- On March 22nd, he attended the viewing for the passing of Don Wilson.
- On March 24th, he spoke at the Prince William Association of Realtors Housing Summit.
- On March 25th, he attended the annual Prince William History Symposium.
- On March 25th, he attended the annual installation of officers of OWL.
- On March 31st, he attended the public *adhan* at the mosque in Town.

6. COUNCILMEMBER REPORTS

Councilmember Freeborne Brinton noted that she attended the Sponsorship Breakfast at Town Hall along with Vice Mayor Loges and Councilmembers Fithian and Daubresse.

7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on March 28th. Bob Love joined as a new member of the Commission and an election was held. Councilmember Perkins was elected as Chairperson, Ralph Newell was elected as Vice Chair, and Ryan Soma was elected as Secretary. He noted that they continued discussion on strategic planning for future directions of the Planning Commission which will focus on the following: the Town as a Trail Junction, Town Entrances and Beautification, Business Development, Being a Green Town, and Community Character. The Planning Commission also directed staff to draft together an ordinance to allow temporary trailers for development in the Town.

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.

Mayor Porta complimented staff on the Administrative Reports and for posting the reports on the website. He also complimented the police department on the amount of volunteer hours they have provided so far this year which totaled more than a full-time officer.

Councilmember Fithian asked about the status of the Mill at Occoquan demolition. Mr. Linn replied that the Town has not yet received a zoning application related to demolition work and that the County had not issued a demolition permit yet. He also indicated that the developer is aware of the osprey nest and the potential limitations once eggs are laid in the nest.

Vice Mayor Loges asked if there were any updates from the sponsorship breakfast. Mr. Linn replied that no one has completed a sponsorship agreement, but staff is working with one business that is interested in a complete sponsorship. Vice Mayor Loges asked if any follow ups were being done. Ms. Little replied that more information was sent out after the breakfast and staff will continue to have follow up events and send out information.

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 reminded everyone that some line items that show expenses greater than 50% of the budget are items traditionally paid in full or in significant amounts earlier in the fiscal year.

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 Amend the Town Code to Change Due dates for Real Estate Taxes and Business License Taxes and Fees

Mayor Porta noted that the proposed ordinance will bring the Town's real estate tax into conformity with the County's schedule and make real estate tax due dates consistent. The BPOL provisions regarding the business license application and tax payment due date is being changed to streamline filing and paying to avoid confusion and bring payments in on a timely basis. Mayor Porta asked about the status of the previous three-year audit cycle for all of the Town businesses and recommended its continued implementation.

Vice Mayor Loges recommended that the business license and tax be due on May 31st rather than March 1st. Mr. Linn noted that the business license in the State Code requires the due date to be no later than March 1st. Mr. Crim confirmed and noted that most localities have both the license and tax due on the same day.

Given the Council's discussion, the due date of both the business license and tax payment remained proposed for March 1st.

Councilmember Perkins moved to adopt the attached draft ordinance as presented. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

10. Work Session Items

a. FY 2024 Budget Work Session

Mr. Linn briefed the Town Council on the proposed FY2024 budget covering the following: Mamie Davis Park Fund, E-Summons Fund, General Fund, Events Fund, and the Capital Improvement Plan Fund. Mr. Linn briefed the Town Council on the proposed FY2024 tax rates covering the following: Real Estate Tax, Meals Tax, and Transient Tax. The Town Council determined for each fund to advertise the tax rates and budget that will be advertised for a subsequent public hearing and vote.

Councilmember Fithian moved to advertise the FY 2024 Proposed Mamie Davis Fund budget of \$500 in revenue and \$0 in expenses. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Councilmember Perkins moved to advertise the FY 2024 Proposed E-Summons Fund budget of \$11,500 in revenue and \$5,500 in expenses. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Councilmember Daubresse moved to advertise the FY 2024 Proposed Events Fund budget of \$305,225 in revenue and \$234,280 in expenses. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Vice Mayor Loges moved to advertise the FY 2024 Proposed Capital Improvement Fund budget of \$1,808,569 in expenses. Councilmember Daubresse seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Councilmember Perkins moved to advertise the FY 2024 Proposed Operating Fund budget of \$1,276,367 in revenue and \$1,293,638 in expenses. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Councilmember Freeborne Brinton moved to advertise the FY 2024 Transient Occupancy Tax at 7 percent. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Vice Mayor Loges moved to advertise the FY 2024 Real Estate Tax Rate at \$0.116 per \$100 of assessed value. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

Vice Mayor Loges moved to advertise the FY 2024 Meals Tax Rate at 3.5 percent. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

b. Strategic Framework Discussion

The Town Council deferred this discussion item to their next meeting.

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)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to a local business.

Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:21 p.m.

The Council came out of closed session at 8:42 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 Daubresse. The motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

12. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.



Philip Auville, Town Clerk