



OCCOQUAN TOWN COUNCIL
New Council Orientation Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Wednesday, June 21, 2018
7:00 p.m.

Present: Mayor Liz Quist, Mayor-elect Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers-elect Laurie Holloway and Eliot Perkins

Absent: Councilmembers Matthew Dawson and Cindy Fithian

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Christopher Coon, Town Clerk

1. Welcome

Mayor-elect Porta called the meeting to order at 5:05 p.m.

2. Department Presentations

Ms. Jovanovich provided information on the council-manager government structure, roles of the Mayor, Town Council and Town Manager, chain of command and communication processes and Town Council agenda development process.

In addition, town staff provided brief summaries of the roles and responsibilities for each staff position.

3. Governing Body

The Town Attorney provided information on open and closed meetings, social media participation, and the Freedom of Information Act. Mr. Coon provided additional information on the Freedom of Information and Conflict of Interest Acts.

Mayor-elect Porta provided information on Robert's Rules of Order and meeting decorum and processes.

4. Status of Current Projects and Activities

Ms. Jovanovich presented information on the status of active projects and activities. In addition, she provided a brief overview of the FY2019 Budget and planned initiatives.

5. Adjournment

The meeting was adjourned at 7:19 p.m.

Christopher Coon
Town Clerk