



OCCOQUAN TOWN COUNCIL
Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, May 4, 2021
7:00 p.m.

Present: Mayor Earnie Porta; Councilmembers Krysa Bienia, Cindy Fithian, Laurie Holloway, and Eliot Perkins

Absent: Vice Mayor Jenn Loges

Staff: Kirstyn Jovanovich, Town Manager/Interim Town Clerk; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; Manuel Casillas, Town Treasurer; Jason Forman, Police Lieutenant; Martin Crim, Town Attorney (remotely); Bruce Reese, Town Engineer (remotely), and Sara Fila, Zoning Administrator (remotely)

1. CALL TO ORDER

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

2. CITIZENS' TIME

No one spoke at Citizens Time.

3. SPECIAL PRESENTATION

a. Proclamation – National Police Week

Mayor Porta presented the Proclamation and recognized Town police officers.

Councilmember Holloway moved approval of Proclamation. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

4. CONSENT AGENDA

- a. April 6, 2021 Meeting Minutes
- b. Request to Approve Site Plan SP-2021-001, 109 Poplar Lane
- c. Request to Approve Site Plan SP-2021-003, 201 Commerce Street
- d. Request to Approve Site Plan SP-2021-004, 416 Mill Street

Councilmember Perkins moved approval of the items on the Consent Agenda. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

5. REGULAR BUSINESS

Mayor porta asked for unanimous consent to move up on the agenda the request to appoint the Town Clerk. There being no objection the item was moved up on the agenda.

a. Request to Appoint Town Clerk

Councilmember Fithian moved to adopt resolution R-2021-05 to appoint Michele White as the Town Clerk for the Town of Occoquan effective May 5, 2021. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway thanked staff for their support during the Town Clerk vacancy.

6. MAYOR'S REPORT

Mayor Porta reported that on:

- April 9, he attended a meeting with Street Sense Consulting on the PWC Branding Initiative;
- April 11, he met with Asher and Sebastian Cross for their "Build a Better World" Scouting requirement;
- April 19, he attended the Occoquan River Safety Forum to discuss paddler and boater rules safety and education;
- April 23, he emceed Trivia Night at River Mill Park;
- April 24, the Mayor led the Kayak Launch Ramp dedication;
- April 25, he attended the Occoquan Yacht Club Flag Raising at Belmont Bay;
- April 28, he met with the applicant for the Mill at Occoquan project along with Town Manager Jovanovich and Councilmember Perkins. A public hearing should be coming in the not too distant future; and
- May 1, he helped Councilmember Perkins and others in brush clearing behind the Mill House Museum.

Mayor Porta noted that the Council will have future discussions and decisions on Marijuana retail facilities. In addition, he stated that the Town is considering installing fishing line disposal units and establishing designated fishing areas for anglers along riverfront with accompanying signage.

Mayor Porta stated that he and the Town Manager were looking at consolidating meetings for the summer months and that staff will bring a revised meeting calendar for Council consideration.

7. COUNCILMEMBER REPORTS

Councilmember Perkins reported that on (a) April 24, he attended the Kayak Launch Ramp dedication; (b) April 28, he met with the applicant for the Mill at Occoquan project; and (c) May 1, Councilmember Perkins participated in the brush clearing behind the Mill House Museum.

Councilmember Perkins stated that he was working with the Town Manager to create a Volunteer Corps with an easy, user-friendly sign up process.

Councilmember Fithian reported that on April 24, she attended the Kayak Launch Ramp dedication and gave "kudos" to staff for getting good coverage on the event.

8. BOARDS AND COMMISSIONS

Councilmember Fithian reported that the Architectural Review Board meeting was held on April 27, and the Board approved elevation applications for 201 Commerce Street and 203 Union Street.

Councilmember Perkins reported that the Planning Commission met on April 28, and reviewed and recommended approval of three site plans: SP-2021-001, 109 Poplar Lane; SP-2021-003, 201 Commerce Street; and SP-2021-004, 416 Mill Street. Councilmember Perkins noted that the Town Council received a summary document via e-mail prepared by Commissioner Somma regarding the Fairfax County Indoor Ski “Alpine X” facility.

Mayor Porta noted that the Planning Commission is in the process of updating the Comprehensive Plan and encouraged all Councilmembers to read the Comprehensive Plan at least once before the June 15 Town Council Meeting.

Councilmember Perkins added that some of the action items outlined in the Comprehensive Plan are completed, based on current conditions, and asked Councilmembers to think about what is appropriate to add now.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

The meeting agenda included a written report from the Town Manager. Ms. Jovanovich added that (a) she is continuing to watch for the issuance of guidance on the American Rescue Plan Act (ARPA), which may be published by May 15 and will provide an update to Council as soon as guidance is released; (b) she is working with the contractor on completing the signage installation at the Kayak and Canoe Launch; and (3) she is working with staff to streamline and simplify the site plan process, which includes updates to the Town Code.

Councilmember Holloway asked about clarifying the location of the 20-minute parking spot on Commerce Street. Ms. Jovanovich stated that she will look into the issue and take appropriate action.

b. Treasurer’s Report

Ms. Jovanovich provided a written Treasurer’s Report. There were no questions.

c. Town Attorney’s Report

The Town Attorney provided a written report. Mr. Crim added that the decision to conduct the sale of marijuana via retail businesses within the Town boundaries must be determined by referendum.

The Mayor dismissed the Town Attorney, Town Engineer and the Zoning Administrator from the meeting.

10. WORK SESSION

a. FY 2022 Budget Work Session

The Town Manager provided a budget presentation covering the Capital Improvement Plan (CIP) Fund, the Reserves Fund and an update to the proposed FY 2022 General Fund budget. The public hearing on the Budget will be May 18, 2021. The Public Hearing on the

proposed tax rate will be held June 1, 2021, with adoption of the FY 2022 Budget to take place on June 15, 2021.

b. Action FY 2022 Budget to be Advertised

Councilmember Perkins moved to advertise the proposed Real Estate Tax rate at 12 cents per \$100. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the proposed Meals Tax rate at three (3) percent. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the Transient Occupancy Tax to be increased from two (2) percent to seven (7) percent. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the General Fund Budget in the amount of \$1,070,940 and expenses of \$1,070,940. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the Events Fund Budget of revenues in the amount of \$272,490 and expenses in the amount of \$177,442. Councilmember Bienia seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the Mamie Davis Fund Budget in the amount of \$500 in revenue and expenses in the amount of \$2,000. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the CIP Fund Budget in the amount of \$5,000 in revenue and expenses in the amount of \$153,900. Councilmember Bienia seconded. Motion passed unanimously by roll call vote.

The Mayor thanked everyone for their cooperation. The Mayor asked if there were any further questions for Mrs. Jovanovich.

Councilmember Holloway asked about the lights being out under the 123 Bridge. The Town Manager responded that VDOT had been contacted and are scheduled to send out an electrician.

The meeting was adjourned at 8:35 p.m.



Michele L. White, Town Clerk