



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 1, 2022**  
**7:00 p.m.**

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

**Absent:** None

**Staff:** Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow; Julie Little, Events Director; Manual Casillas, Town Treasurer; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney (remote); Bruce Reese, Town Engineer (remote)

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

No one spoke during citizens' time.

**4. SPECIAL PRESENTATION**

Mayor Porta asked for consent from council to remove from the Consent Agenda the request to adopt Veterans' Day 2022 Proclamation and for it to be considered and voted upon. Council unanimously agreed to move the request from the Consent Agenda.

**Councilmember Love moved to adopt the 2022 Veterans' Day proclamation. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, and Councilmember Perkins

**Nays:** None

Mayor Porta presented a signed copy of the proclamation to members of the VFW Post 7916.

Mr. Dean Naujoks and Ms. Emily Franc from the Potomac River Keeper Network at the request of Council Member Perkins presented a presentation on the Potomac River Keeper Network and the condition of the Chesapeake Bay tributary waters.

During the presentation, Mayor Porta asked how frequently areas are tested and how often the ratings of the water quality are displayed. Mr. Naujoks replied that they are tested and displayed every week from May to October. Mayor Porta asked if contaminants from waste can be traced to wildlife or from human contributions. Mr. Naujoks replied that the only way to tell is through DNA testing which is not regularly tested. Ms. Franc noted that all three sites tested on the Occoquan River passed water quality. Ms. Franc also noted that it costs on average \$2,500 to sponsor a site to be tested per year.

Councilmember Holloway asked if they planned on expanding beyond testing specifically for E. coli. Mr. Naujoks replied that there are extra costs involved with additional testing. Councilmember Holloway also noted that a big use of the river is from people fishing and that they have different concerns when it comes to fish consumption. Mr. Naujoks replied that it comes down to funding and that they have already been adding information on their website about fish consumption and advisories.

Councilmember Fithian noted that this program would be beneficial to the area. She indicated that its remarkable all the testing and collection can be accomplished with volunteers.

Councilmember Love asked if they had any relationships with government organizations and with not-for-profit organizations such as the Chesapeake Bay Foundation. Mr. Naujoks replied that they work with the Chesapeake Bay Foundation on a variety of issues as well as with a variety of government organizations. Councilmember Love also clarified that it would be \$2,500 to sponsor a testing sight on the Occoquan and asked how many volunteers it would require in addition to the sponsoring fee. Ms. Franc replied that it would be \$2,500 to sponsor a testing site and would require between six to eight volunteers that they would train.

Vice Mayor Loges noted that the presentation was great and looks forward to working with them in the future.

Councilmember Perkins noted that this is educational for the Town in connection with the river and asked for more information on the *50 Million Mussel Project*. Ms. Franc replied that they make sure the water quality is good before reintroducing freshwater mussels into an area. Councilmember Perkins asked what the *50 Million Mussel Project* would look like in our area and cost. Ms. Franc explained the system by which mussels are placed in a cage that is connected to a dock. She further indicated that the cage can be pulled out of the water regularly like a monitoring station for educational purposes. Ms. Franc added that the initial cost to sponsor a cage would be \$5,000 and a few thousand dollars per year after to manage the monitoring station. Mr. Naujoks indicated that there may be ways to partner with educational institutions to address the costs of managing the monitoring station.

Mayor Porta noted that the ideal location to have a monitoring station would be somewhere that would support the Town's businesses, business partners, and community that use the river. Mayor Porta asked to clarify that the Potomac River Keeper Network would manage and train the volunteers. Mr. Naujoks confirmed that they would manage and train the volunteers.

## 5. CONSENT AGENDA

- a. **October 18, 2022 Meeting Minutes**
- b. **Request to Accept Resignation of ASAP Representative Amy Wong**
- c. **Request to Approve Encroachment License for 201 Union Street**

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

## 6. MAYOR'S REPORT

Mayor Porta reported the following:

- On October 20<sup>th</sup>, he was the program day lead for Leadership Prince William's Annual History & Government Day.
- On October 21<sup>st</sup>, he attended a portion of the Town movie night in River Mill Park.

- On October 28<sup>th</sup>, he emceed the Town's monthly Trivia Night. Councilmember's Love and Perkins assisted with the event
- On October 29<sup>th</sup>, he staffed the Town's costume parade and costume judging contest, along with Councilmember's Love and Perkins. He also participated in the Haunted Maze and Spirit Garden.

## 7. COUNCILMEMBER REPORTS

Councilmember Holloway noted that she had missed meetings due to a family health emergency and appreciated the patience of the other Councilmembers and Town staff.

Councilmember Love thanked Town staff and volunteers for all the work on all the events in Town. He also thanked the Interim Town Manager Mr. Linn for the work he has done for getting requests for the sediment project.

Vice Mayor Loges noted that on October 26<sup>th</sup> she met with Town staff to reviewing IT proposals.

## 8. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on October 25<sup>th</sup> and reviewed and approved two exterior elevation application.

Councilmember Perkins reported that the Planning Commission met on October 25<sup>th</sup>. He noted that they held a Public Hearing to discuss change to Town Code regarding parking structures. He also indicated that they are continuing to partner with Alpine X regarding the Riverwalk.

## 9. 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.

Councilmember Love asked if it were possible to link with Fairfax County Water's Speaker system to use as a public address system for the Town. Mr. Linn replied that staff had spoken with Fairfax Water and was advised that it is a closed system, and they would not be able to utilize the system as a public address system.

### 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 there is an increase in total funds as a result of the ARPA money being received earlier in the year.

Councilmember Love asked if there is a penalty for the business that is six months delinquent on meals taxes. Mr. Linn replied that all businesses are current, but staff is seeking to audit the numbers of one business. Mr. Casillas added that the business paid the estimated amount and they have not responded to a request for the actual numbers. Vice Mayor Loges asked Mr. Crim what the process is to start an audit to find out what they actually owe in meals taxes. Mr. Crim replied that if there is no return from the business that we would use the estimates of prior income.

Councilmember Love noted that in the Town Code it mentions the position of Town Sergeant. Mayor Porta replied that the Chief of Police serves as the Town Sergeant and noted that the Town

Charter has no mention of Town Sergeant. Mr. Crim replied that State Code provides Chief of Police is synonymous with Town Sergeant. Mayor Porta directed staff to change the Town Code and to bring forward a draft at a future meeting.

**c. Town Attorney Report**

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

**10. PUBLIC HEARING**

**a. Public Hearing on Zoning Text Amendments to Add a Definition of “Multilevel Parking Structure” and to Amend Town Code § 157.121 to Permit Structured Parking with a Special Use Permit in the B-1 Zoning District**

Mayor Porta opened the public hearing at 8:27 p.m. Mayor Porta invited the public to speak. One resident, Lance Houghton, spoke.

Mayor Porta closed the public hearing at 8:30 p.m.

Mayor Porta stated that the references to place of assembly is a restatement of the existing town code language. Mayor Porta added that the only change is the addition to add multilevel parking structure, subjected to a special use permit.

**11. REGULAR BUSINESS**

**a. Request to Adopt Ordinance to Amend the Town Code Generally Relating to Parking Structures**

**Vice Mayor Loges moved to adopt Ordinance O-2022-05 as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, and Councilmember Perkins

**Nays:** None

**b. Request to Appropriate Funds for the Purchase of a Solar Solution Pilot for Gaslight Conversion with SLFRF Funds**

Councilmember Perkins asked Mr. Linn the confidence he had to test this product. Mr. Linn replied that this product gave the best specifications and the reason for a pilot test is to see its ability to work in town that might not be optimal for solar.

**Councilmember Holloway moved to appropriate \$1,264.01 pf the Town’s SLFRF funds for the purchase of a solar solution pilot for the conversion of the Town’s gaslights. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

**12. DISCUSSION ITEMS**

**a. Fall Craft Show Report**

Ms. Little provided a report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta expressed that Ms. Little and staff did an excellent job with the Fall Craft Show. Mayor Porta noted that the estimate number of people who attended the Craft Show seemed low at 5,000 but explained that number was only on number of buss passes sold and did not include people who walked in, were dropped off, or received free passes.

Mr. Linn noted that this was one of the highest grossing craft show.

Vice Mayor Loges asked how many-colored brochures were printed for the show. Ms. Little replied that the total number printed was 3,000.

Councilmember Holloway asked if the 5,000 people estimated is for the whole weekend. Ms. Little replied that the number was based on the number of paid ridership.

**b. Corporate Sponsorships for Riverfest**

Mr. Linn addressed the council on staff's ability to get to the next level of revenue generation for Riverfest and Fall Craft Show. Mr. Linn explained staff is able to secure 3-5 minor sponsors per event but in order to get major sponsors, the Town would need to hire a marketing/communications specialist who could focus on creating materials and larger sponsors.

Mayor Porta asked if the cost for a sponsorship was \$2,500 to \$5,000. Ms. Little replied that was correct and is based on a package.

Councilmember Holloway asked what the cost would be for a contracted sponsorship package. Mr. Linn replied that the current proposal staff received would be a base cost plus 20% of sponsors secured by the contractor.

Mayor Porta and council directed staff that to find a contractor to develop a sponsorship package and would market the sponsorships.

**13. ADJOURNMENT**

The meeting was adjourned at 8:55 p.m.



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Philip Auville, Town Clerk