



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 6, 2024**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Councilmembers Nancy Freeborne Brinton, Cindy Fithian, and Theo Daubresse

**Absent:** Vice Mayor Loges and Councilmember Eliot Perkins

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Asma Rupani, Town Treasurer (remote); Bruce Reese, Town Engineer (remote); Martin Crim, Town Attorney (remote)

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:09 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

No one spoke during citizens' time.

**4. CONSENT AGENDA**

- a. Request to Accept October 15, 2024, Town Council Meeting Minutes
- b. Request to Adopt Resolution of Support for Visit Occoquan MMS Participation

**Councilmember Fithian moved to approve the Consent Agenda. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

**5. MAYOR'S REPORT**

Mayor Porta reported the following:

- On October 18<sup>th</sup> and 19<sup>th</sup>, he participated and helped staff the Murder Mystery in River Mill Park.
- On October 25<sup>th</sup>, he led the Halloween Parade and staffed the Haunted Maze with Councilmembers Daubresse and Fithian.
- On November 4<sup>th</sup>, he along with the Town Manager, met with a property owner regarding the Riverwalk project.

**6. COUNCILMEMBER REPORTS**

There were no Councilmember reports.

**7. BOARDS AND COMMISSIONS**

There were no Boards and Commissions reports.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mr. Linn added that staff met with representatives from Prince William County on the Ellicott Street Sidewalk Project as part of the Occoquan Greenway Trail Connection. Mr. Linn explained that the County did not want to move the sidewalk from the west side of Ellicott Street to the east side because of cost and loss of parking. Mr. Linn further explained that the planned sidewalk would either reduce the width of Ellicott St. or require the removal of the magnolia tree. The magnolia tree would likely be affected with any construction. The County was seeking the Town's thoughts on removing the magnolia tree as an option to reducing the width of Ellicott St. According to the County, based on the TAP Grant as written, the sidewalk/trail needs to connect with Mill Street.

Council held off on further discussion until Mr. Reese could reconnect his audio connection.

Mr. Linn added that Ms. Little is officially retiring at the end of May 2025 and that Tammy Hassett has agreed to replace Ms. Little as Events Director.

Councilmember Fithian asked if the developer at the Mill at Occoquan had received his demolition permit and if it was for the whole site.

Mr. Linn replied that the developer only applied for a demolition permit from the Town for the steel structures and they would need to get a second permit when they are ready for the rest of the buildings. He indicated that he had communicated that information to the developer.

Councilmember Daubresse asked about the Meals Tax differences between this year and last year.

Mr. Whitmoyer replied that the difference is from a number of delinquencies and would be about the same once the taxes are collected.

Mr. Reese was able to reconnect his audio. Council discussed with Mr. Reese how the Ellicott Street sidewalk will affect the Town if it is placed in such a way as to not remove the magnolia tree. This would shorten the travel lane and turn radius. There is also the option of building the sidewalk off the road and not shortening or changing the current travel lane, but this would require removal of the magnolia tree.

Council recommended staff speak with the County and VDOT again about not building a new sidewalk on Ellicott Street, but instead redirecting the trail onto the existing sidewalk along Commerce Street and Union Street thus avoiding the issues on Ellicott Street. Mayor Porta noted he will reach out to Supervisor Boddye's office and to the County DOT on the issue.

### b. Town Treasurers' Report

Ms. Rupani provided a written report as part of the agenda packet.

Mayor Porta noted that the report covers up to September, which is about 25% (percent) of the budget for the fiscal year.

### c. Town Attorney's Report

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

Mr. Crim added general remarks on ordinance enforcements. Businesses that violate zoning ordinances, fail to pay taxes, or don't have a business license can't have their license revoked. For zoning violations and failure to pay taxes the Town needs to work through the court system. A suggestion was brought up about creating a list of businesses that fail to pay taxes to be posted, which Mr. Crim indicated could be done as long as it doesn't reveal any confidential tax information. Mayor Porta and staff noted that this information is already posted in the publicly-available town agenda packets.

## 9. REGULAR BUSINESS

### a. Request to Adopt Resolution of Appreciation for Bucky Brill

Mr. Linn noted that Bucky Brill has been with the Town for almost twenty-one (21) years and will be retiring shortly.

**Councilmember Freeborne Brinton moved to adopt resolution R-2024-11 as presented.**

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

**Ayes:** Councilmember Freeborne Brinton, Councilmember Fithian, and Councilmember Daubresse

**Nays:** None

### b. Request to Adopt Resolution Authorizing Town Manager to receive Gifts on Behalf of the Town

**Councilmember Fithian moved to adopted resolution R-2024-12 as presented. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.**

### c. Request to Appoint Members to the Architectural Review Board

**Councilmember Daubresse moved to reappoint R. Lee Fitzgerald and Mary Craig as regular members on the Architectural Review Board effective immediately and extend their current terms by one year, for a term ending December 31, 2026. He further moved to reappoint Jennifer Shown as an alternate member on the Architectural Review Board effective immediately and extend her current term by one year, for a term ending December 31, 2026. He further moved to extend the term of Brenda Seefeldt on the Architectural Review Board by one year effective immediately, for a term ending December 31, 2026. He further moved to appoint Michele White as an alternate member on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026. He further moved to appoint Jordan Sanders as the business representative on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

## 10. DISCUSSION ITEMS

### a. Riverwalk Project Discussion

Mr. Linn noted that originally council had authorized funds from the CIP to fund preliminary engineering and design work for the Riverwalk Expansion Project. Based on that authorization, staff had requested a quote from Legacy Engineering.

Council reviewed the proposed quote and contract fees with Mr. Reese.

After discussion, Council unanimously deferred further discussion to receive more clarity on the costs and to have all members of the Council present.

**11. ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.



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Philip Auville, Town Clerk