



OCCOQUAN TOWN COUNCIL
Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 15, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges, Councilmembers Nancy Freeborne Brinton, Cindy Fithian, Eliot Perkins, and Theo Daubresse

Absent: None

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; Bruce Reese, Town Engineer (remote); Martin Crim, Town Attorney (remote)

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

One resident and one business owner spoke during Citizens' Time.

Samantha Sparks, a resident from Mill Cross Lane, spoke on proposed activities to support local wildlife. She also presented and donated a photo to the Town that she took of two ospreys in Occoquan that she won an award on Green Spring Gardens Photography Contest.

Petra Carden, the business owner of Leaf and Petal, spoke on finding a lighting solution to replace the outdoor lighting at her new business location. She explained that the ARB advised her that the proposed lights do not meet the outdoor lighting ordinance. She explained that she was unable to find attractive alternatives that would meet the outdoor lighting ordinance.

In response to Ms. Carden, Mayor Porta noted that the ordinance is intended to stop ambient lighting and promote dark skies. A suggestion was made to see if the current lights could be fixed or to seek additional light fixtures that reflect the light down.

Since there were no further citizen comments, Citizens' Time was closed.

4. PUBLIC HEARING

a. Joint Planning Commission and Town Council Public Hearing on Certain Short-term Recurring Zoning Offenses

Mayor Porta noted that since the Planning Commission didn't have a quorum that the Public Hearing can't take place and will have to be rescheduled. Mayor Porta offered a motion to move and reschedule the public hearing date.

Vice Mayor Loges moved to move and reset the public hearing on certain short-term recurring

zoning offenses to May 20th, 2025. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

5. CONSENT AGENDA

- a. Request to Accept March 18, 2025, Town Council Meeting Minutes
- b. Request to Appoint Member to the Planning Commission
- c. Request to Reappoint Member to the Architectural Review Board

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

6. MAYOR'S REPORT

Mayor Porta reported the following:

- On March 6th, he attended the Prince William County State of the Parks Address.
- On March 13th, he gave a keynote address to Prince William Green Business Council Conference.
- On March 20th, he attended the semiannual Occoquan River Safety Forum.
- On March 22nd, he provided speaker introductions at the annual Prince William History Symposium.
- On March 25th, he met with the District Office Staff of the Town's Congressman.

7. COUNCILMEMBER REPORTS

Councilmember Fithian mentioned that she participated in the FOTO clean up on Saturday, April 12th, with her granddaughter.

8. BOARDS AND COMMISSIONS

Councilmember Daubresse reported that the Architectural Review Board (ARB) met on March 25th and approved two applications.

Councilmember Perkins reported that the Planning Commission met on March 25th and noted that a prioritization sheet was added to the Planning Commission Annual Report and that the Riverwalk Project was added to the report.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet.

Mayor Porta noted the Potomac Heritage Trail signage has been installed by town staff.

Mayor Porta noted from the report that the County Arborist mentioned that the magnolia tree on Ellicott Street could be preserved with the regard to the Occoquan Greenway Trail sidewalk project and asked if the County was waiting on any other documentation.

Mr. Linn replied that the only thing the County was waiting on from the Town were staff comments regarding their final plans and a question from VDOT.

Councilmember Perkins asked if that was related to protecting the roots of the tree when adding the

sidewalk.

Mr. Linn replied that the County's goal is to not disturb the root system of the tree by moving out the sidewalk onto Ellicott Street and hand digging around the tree to minimize disturbing the root system.

Mayor Porta asked if the staff solution on parking and trash issues on River Road had been working.

Mr. Linn replied that the owner who came to Town Council understands that there is only so much the town can do since it's not on town property and that there is no HOA for the neighborhood. But that the response to the trash issue was working.

Mayor Porta asked the requirements on the 2025 CVG Grant Application and if staff had followed up with Richard Moore who came in second for the mural contest. Mayor Porta asked if Mr. Moore could just be brought in to do the work on the proposed art project for the storage structure on Mill Street.

Council and staff discussed the grant requirements regarding how the art installation could take place. The grant requires community input and potentially a competition.

Mayor Porta asked about the continuing water issue on Edgehill Drive and if there is any idea as to what is causing it.

Mr. Linn replied that VDOT does not know where the water is coming from, but they believe part of it was coming from the HOA's retaining wall.

Vice Mayor Loges added that since VDOT attempted to fix the issue last year, it has started bubbling up again in the same location as well as other locations.

Mr. Linn replied that VDOT has been monitoring the issue and plans on coming back out in late spring or early summer to reevaluate the issue.

Councilmember Perkins asked some questions on the DMV speed grant. Specifically, he asked if the funding for the time officers engage in traffic enforcement on the Rt. 123 bridge was paid for through the grant. He further asked if the speeding numbers have changed at all since the officers were getting speeders on the bridge.

Mr. Linn replied that the grant only pays for some of the times officers work one of the enforcement grants. He indicated that the bridge is part of their patrol area, and they are required to monitor traffic such as block the box throughout the normal patrol times. He indicated that they have not seen a reduction in speeds even with enhanced enforcement. However, he stated that they have noticed a decrease in the number of accidents, especially those caused by speed and believes that is directly related to the enforcement actions of the officers.

Councilmember Perkins asked what methods are being used to advertise for the Community Volunteer Fair.

Ms. Burzio of Visit Occoquan replied that notices have been posted on social media and email groups. She also mentioned that non-profit organizations will also be attending the Volunteer Fair and have advertised as well.

b. Town Treasurers' Report

Ms. Rupani provided a written report as part of the agenda packet and responded to brief questions from Council.

Mayor Porta asked some questions regarding the town contribution to Mill House Museum. He indicated that the figure seemed high and asked if it is both the Town and County's contributions.

Mr. Linn and Mr. Whitmoyer explained that the account is showing a larger than normal amount because it included the insurance payment from the damage of the broken pipe in the basement.

c. Town Attorney's Report

Mr. Crim provided a written report as part of the agenda packet and responded to brief questions from Council.

Mr. Crim noted as a reminder to readopt the remote policy for council which needs to be readopted annually.

10. REGULAR BUSINESS

a. Request to Adopt Ordinance O-2025-06 on Certain Short-term Recurring Zoning Offenses

Mayor Porta noted that this business item has been continued to coincide with the rescheduled joint public hearing date.

b. Request to Accept the Planning Commission Annual Report

Mayor Porta suggested a word modification to the motion, whereas the council acknowledges receipt of the Planning Commission's 2024 Annual Report and thank the Planning Commission for their efforts on the report.

Councilmember Fithian moved to acknowledge receipt of the Planning Commission's 2024 Annual Report and thank the Planning Commission for their efforts. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.

11. DISCUSSION ITEMS

a. FY2026 Budget Work Session #4

Mr. Linn provided a presentation and briefed the Town Council on the proposed FY2026 budgets, including the eSummons Fund, Mamie Davis Fund, Events Fund, General Fund, and the Capital Improvement Program (CIP) budget. Mr. Linn reviewed the proposed budgets and responded to various questions from the Council. Mr. Linn indicated that staff would prepare the notices for publication from the presentation.

12. 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 outdoor lighting. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:16 p.m.

The Council came out of closed session at 9:17 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 Perkins. The motion passed unanimously by roll call vote.

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

Nays: None

Mayor Porta acknowledged Councilmember Freeborne Brinton's request to bring a matter before the Council. Councilmember Freeborne Brinton advised the Council that she would be stepping down from the Town Council and accepting a position at Mary Baldwin University.

Councilmember Freeborne Brinton resigned from the Town Council at 9:20 pm on April 15th, 2025.

Vice Mayor Loges moved to appoint Robert "Bob" Love to complete the term vacated by Nancy Freeborne Brinton. Seconded by Councilmember Perkins. Motion passed unanimously by roll call vote.

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

Nays: None

13. ADJOURNMENT

The meeting was adjourned at 9:25 p.m.



Philip Auville, Town Clerk