



OCOCOQUAN TOWN COUNCIL
Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, June 17, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges, Councilmembers Robert Love, 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; Tammy Hassett, Events Director; Tracy Gallehr, Assistant Town Attorney

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Porta noted that Councilmember Fithian reported she will arrive late to the meeting due to traffic.

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

- a. Request to Accept May 20, 2025, Town Council Meeting Minutes**
- b. Request to Approve United Bank Resolution**
- c. Request to Readopt Remote Participation Policy**

The Request to Approve Purchase and Loan for Public Safety Vehicle Replacement and the Request to Reschedule July 1st Town Council Meeting to July 8th were removed from the Consent Agenda for discussion.

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

Mayor Porta asked for clarification on the public safety vehicles, specifically what the town owns and leases. He also noted that some of the vehicles are personal vehicles.

Mr. Forman replied that the public safety truck was donated to the town. The town owns four public safety vehicles, and two are being replaced based on the fleet management plan to rotate out older vehicles and thus minimize the cost of maintaining the older vehicles. He also noted that other agencies sometimes park vehicles at the police station when doing work with the town, which can lead to confusion about whose vehicles they are since they are not always marked.

Councilmember Fithian arrived at 7:05 pm.

Mr. Linn noted for clarification that the boat is on a renewable annual lease and is only on the town's insurance during the boating season when the public safety team uses the boat.

Councilmember Love asked to confirm the interest rate for the lease of the public safety vehicles.

Mr. Linn replied that it is a fixed 4.57% rate over five years.

Vice Mayor Loges moved to Approve the Purchase and Loan for Public Safety Vehicle Replacement. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Mayor Porta noted that the request to reschedule the July Council Meeting was to give people a longer break for the July 4th week.

Mayor Porta asked if there were any concerns or issues from the Council about rescheduling the meeting. No concerns were raised.

Councilmember Fithian moved to Reschedule July 1st Town Council Meeting to July 8th. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On May 7th, he attended the Prince William Chamber of Commerce's Business After Hours.
- On May 11th, he attended the ribbon cutting for To Bee.
- On May 16th, he emceed the opening Trivia Night of the season in River Mill Park.
- On May 22nd, he helped staff with the Prince William County History Lecture Series Event at Town Hall.
- On May 23rd, he attended the ribbon cutting of the new location for Leaf & Petal.
- On May 27th, he attended the funeral of Congressman Connolly.
- On June 7th & 8th, he volunteered at the RiverFest and Crafts Show.
- On June 11th, he attended the meeting of the Prince William County Committee on the 250th Anniversary of the American Revolution.
- On June 14th, he attended the sneak peak of the new exhibit on Prince William County in the American Revolution at Williams Ordinary in Dumfries.
- On June 15 he ran the Duck Splash event.

Mayor Porta asked for unanimous consent to move up on the agenda the Request to Accept the Annual Report from Visit Occoquan and the Request to Execute the Contract with Visit Occoquan. There being no objection, the items were moved up on the agenda.

6. REGULAR BUSINESS

a. Request to Accept Annual Report from Visit Occoquan

Ms. Burzio presented the Visit Occoquan report to Council.

Vice Mayor Loges asked if Ms. Burzio had a sense of the economic impact the increased Visit advertising had with businesses.

Ms. Burzio replied that there are no hard statistics but based on discussions with business owners it has been a rough year so far. She noted that one thing with the Visit Occoquan media does is that it helps advertise and market the town which draws people into the town.

Councilmember Daubresse congratulated Ms. Burzio on the report and noted as an idea to collaborate with other businesses when posting on social media as a way to give a shout out to town businesses as Visit Occoquan's social media presence grows.

Councilmember Fithian noted that the collaboration between Visit Occoquan and Town Staff is very seamless and benefits the town.

b. Request to Execute Contract with Visit Occoquan

Vice Mayor Loges asked about the increase from \$20,000 to \$25,000 for the contract.

Ms. Burzio replied that the increase is for an upgraded subscription service for sending out emails, as well as photography and videography. Additional marketing expenses also make up part of the increase for the Holiday Artisan Market, which is an additional event from last year.

Vice Mayor Loges moved to authorize the Town Manager to execute the FY 2026 Visit Occoquan Contract as presented for an amount not to exceed \$25,000. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

7. COUNCILMEMBER REPORTS

Councilmember Love reported the following:

- On May 11th, he participated in the ribbon cutting for To Bee.
- On May 16th, he attended Trivia Night.
- On May 17th, he supported the VFW Meadow Hill Cemetery Clean Up.
- On May 23rd, he participated in the ribbon cutting reopening for Leaf & Petal.
- On May 26th, he attended the Memorial Day Ceremony at Quantico National Cemetery.
- On June 7th & 8th, he helped support RiverFest.
- On June 14th, he supported the Duck Splash.

Councilmember Daubresse noted that "Chompers," the shark, made a brief appearance during RiverFest.

8. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission did not meet in May.

Councilmember Daubresse reported that the Architectural Review Board (ARB) met on May 27th and

approved one application.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mr. Linn noted two additions related to the Treasurers' Report. The first was that the Mamie Davis Fund account wasn't showing the proper \$100,000 balance as a result of interest being removed that had not been entered into the system. That was why there was \$400 less showing on the financial statement. Second, the E-Summons fund account was showing a negative balance and that was due to the funds being miscoded. Both items had been updated and included with updated reports handed out to Council.

Mayor Porta asked if the Edge Hill Drive water issue was still occurring even after VDOT installed the additional drainage.

Mr. Linn replied that it was indeed still seeping water out.

Mayor Porta noted the increase in police responding to reports of a person in crisis in the report. He asked if the County gets called in as well when necessary.

Mr. Forman replied that the County has a Co-Responder Program which pairs up uniformed police officers with behavioral health specialists to respond to persons in crisis. He noted that they mainly only work Sunday evenings and Monday through Friday. Mr. Forman briefly discussed the person that is in crisis from the police reports.

Mayor Porta noted how well the Town Police have handled deescalating situations.

Councilmember Fithian asked if there are no behavioral health specialists coverage on Saturdays.

Mr. Forman replied that at the moment the County doesn't have Saturday coverage and that the units currently have to respond across all three districts of the County.

Mayor Porta asked the status on the burnt-out condos at 116 Washington Street and if there are any final plans for the property.

Mr. Linn replied that the owner has been in discussion with the town, but final plans haven't been submitted yet.

Councilmember Love asked if the Town's financial funds are in interest bearing accounts and noted that the Mamie Davis Account doesn't show interest.

Mr. Linn replied that most of the Town accounts are in interest-bearing and investment accounts. The Mamie Davis Fund is a restricted fund that prohibits the Town from spending any of the principal. He further explained that the donor (from decades ago) not only restricted use of the principal, but directed how the funds may be invested. Interest is paid quarterly and the Town can

only use the interest to pay for items/repairs directly related to Mamie Davis Park and Town Hall.

Mayor Porta noted the excellent job by Ms. Hassett and staff during RiverFest and Craft Show. He also thanked Ms. Little for the work she had put into the craft show up until her retirement. He also noted that eighty-nine people volunteered over the weekend.

Vice Mayor Loges noted the fantastic job done by everyone during RiverFest and noted all went well despite the weather.

Councilmember Perkins noted that it was a terrific event for Ms. Hassett's first craft show.

b. Town Treasurers' Report

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

Mayor Porta noted that the meals taxes with asterisks will increase once the businesses pay off their meals tax payment plans. He asked about the cost increase related to the Museum and the Occoquan Historical Society.

Mr. Linn replied that the increase was related to the plumbing repairs and insurance reimbursement to the Town for the flood repairs.

Vice Mayor Loges noted from the meals tax number that it appears it will fall short of the budget.

Mr. Linn replied that the meals taxes are trending to have a short fall of about \$15-20,000 from the FY25 budget, even with the payment plans.

Vice Mayor Loges noted that the communication tax appears off in the budget.

Mr. Whitmoyer replied that the communication taxes are remitted to the town about forty-five days after the report period.

c. Town Attorney's Report

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

Ms. Gallehr was present to fill in for Mr. Crim. There were no questions.

10. REGULAR BUSINESS

a. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River

Vice Mayor Loges recused herself from discussion and voting on an island name as her submission was listed in the top six entries.

The Council discussed the submission received and decided on the name of Paddler's Point.

Councilmember Fithian moved to adopt Resolution R-2025-07 to Name the 19th Century dike Paddler's Point, as submitted by Jenn Loges, for a term of one year beginning on July 1st, 2025, and expiring on June 30th, 2026. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Councilmember Daubresse, Councilmember Love, Councilmember Fithian, and Councilmember Perkins
Nays: None

11. DISCUSSION ITEMS

a. Public Water Ordinance Discussion

Mr. Linn noted that staff has been working with the Town Attorney and drafted an ordinance that would authorize the Town to regulate and enforce rules and regulations regarding issues related to town owned property along the river.

Vice Mayor Loges asked if this has everything necessary to patrol for public safety of the town dock.

Mr. Linn replied that the ordinance has everything the town can do for enforcement action.

Councilmember Love noted that the ordinance doesn't mention exceptions for emergencies.

Mayor Porta replied that police have discretion with emergencies.

Mr. Linn added that the Town Manager would have the authority to create the rules and regulations.

Vice Mayor Loges moved to adopt Ordinance O-2025-08 as is. Councilmember Love seconded. Motion passed unanimously by roll call vote.

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

Nays: None

b. FY2026 Budget Document Discussion

Mayor Porta noted that the document was well put together and isn't an end unto itself.

Vice Mayor Loges noted a small typo on page 101.

12. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.



Philip Auville, Town Clerk