



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 5, 2025**  
**7:00 p.m.**

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

**Absent:** None

**Staff:** Adam Linn, Town Manager / Chief of Police; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney; Tammy Hassett, Events Director

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Two residents spoke during Citizens' Time.

Rick F., a resident of Washington Street, spoke about growing up and living in Prince William County and Occoquan as well as former-Chair Brenda Seefeldt's resignation.

Kathy E., a resident of Washington Street, wanted an update on the Town's actions regarding speeding vehicles and crosswalks on Washington Street. She also recounted her own recent near-miss incident that occurred on Washington Street.

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

**Discussion on Pedestrian Safety at Washington Street**

Town Manager Linn noted that the Town is limited as to what they can do with respect to pedestrian safety since the roads are controlled by VDOT. He further explained that within the Town's limited ability, they have looked for solutions involving engineering, education and enforcement. The Town has engaged VDOT and the County to change that section of Washington Street to address what the town feels is a concern. The County agreed to have Dominion add a streetlight under the crosswalk sign and the Town is currently looking at extending the sidewalk as to be one continuous sidewalk on one side of the street from 118 Washington to Edgehill Drive. The Town was also able to reduce the speed limit of that section to help with enforcement.

Mayor Porta noted that Washington Street is now a commuter artery. He noted that a sidewalk spanning the length of both sides of the street would be the best option, but is not feasible. He also noted that VDOT will not allow for rumble strips or speedbumps.

Councilmember Perkins brought up adding a button for a flashing crosswalk sign to alert drivers of a person crossing the street.

Town Manager Linn noted that he and Vice Mayor Loges had raised that with VDOT and the County, but were advised that it would need to be permitted by VDOT and could be cost prohibitive.

Vice Mayor Loges stated that in the previous meeting with VDOT and the County, the traffic engineers indicated that the flashing lights sign before crossing can be dangerous as then the pedestrian will cross the street without looking for cars, potentially creating more accidents.

Town Manager Linn noted that a speed study had been requested from the County and was supposed to be conducted in October of 2025 and that he would follow up on the status of the study.

#### **4. REGULAR BUSINESS**

Mayor Porta asked for unanimous consent to move the regular business item up on the agenda with no objection and then read the Resolution. The Resolution was labeled R-2025-15 entitled Resolution Recognizing the Sesquicentennial of the First Elected Council of the Town of Occoquan. He noted that Staff had corrected the typos in the original and provided a corrected version in person.

Mayor Porta then gave a presentation regarding the history of the first Town Council.

Vice Mayor Loges moved to adopt the resolution. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Daubresse, Councilmember Perkins, and Councilmember Fithian  
**Nays:** None

#### **5. CONSENT AGENDA**

##### **a. Request to Accept October 21<sup>st</sup>, 2025, Town Council Meeting Minutes**

Mayor Porta noted few simple words such as 'the' missing from the minutes. He directed Staff to correct those administratively.

Councilmember Fithian 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 October 10<sup>th</sup>, he emceed the last Trivia Night in River Mill Park of the season.
- On October 14<sup>th</sup>, he met with Sarah Burzio and Town Manager Linn in regards to Virginia Main Street.
- On October 15<sup>th</sup>, he attended the service for the passing of Virginia Delegate Candi King's daughter.
- On October 19<sup>th</sup>, attended the ribbon cutting for Thai Ghang Waan.
- On October 23<sup>rd</sup>, he gave a history tour of the town to two groups from AARP.

- On October 24<sup>th</sup>, he filled in at the Murder Mystery event at River Mill Park.
- On October 25<sup>th</sup>, he participated in the Halloween Costume Parade and contest.
- On October 25<sup>th</sup>, he attended the movie at River Mill Park.
- On October 28<sup>th</sup>, he gave a talk on the history of Occoquan at the Piazza for the Occoquan Historical Society.
- On November 1<sup>st</sup>, he spoke at the request of a resident at a US-Pakistani Business Cooperation Group in Springfield which was attended by the Pakistani Ambassador and Trade Minister

## 7. COUNCILMEMBER REPORTS

Councilmember Love noted that he attended Potomac Watershed Roundtable on October 10<sup>th</sup>. He also attended the VFW Navy Birthday celebration on October 13<sup>th</sup>. He also attended the ribbon cutting at Tahi Ghang Waan on October 19<sup>th</sup>.

Councilmember Daubresse attended the ribbon cutting at Tahi Ghang Waan on October 19<sup>th</sup>.

Vice Mayor Loges noted that she has been working with Staff and Town Attorney Crim on Special Use Permits.

## 8. BOARDS AND COMMISSIONS

On behalf of the Architectural Review Board (ARB), Councilmember Daubresse indicated that the ARB met and had approved one agenda item and that ARB chairperson Brenda Seefeldt resigned leaving the ARB without a chair

Council member Fithian asked if the Council liaison member should be the chair of the board or commission they are on and that she remembered that this issue was brought up at a previous Town Council meeting.

Mayor Porta mentioned that his recollection of those discussions was that council members felt we should discourage the council liaisons on those bodies from also serving as the chairs of those bodies. Most recently the idea of term limits for chairs has been raised.

Councilmember Perkins expressed his appreciation for Brenda Seedfelds's service to the Town of Occoquan.

On behalf of the Planning Commission (PC), Chair Perkins mentioned certain key issues were brought up at the last meeting. The first was Special Use Permits (SUPs) specific to vape shops and similar businesses. Next was a broader discussion of SUPs in general and the comparison of nearby localities and the Town of Occoquan. He also indicated that they are also starting the process of reviewing the 10 year Comprehensive Plan with the goal of finishing it by July 1<sup>st</sup> 2026.

Councilmember Perkins indicated he was stepping down as chair of the Planning Commission in December.

Councilmember Love asked how long Councilmember Perkins had been the chair of the Planning Commission.

Mayor Porta and Councilmember Perkins figure he had been serving as a Planning Commission Chair since approximately 2018.

Councilmember Perkins also mentioned that the Planning Commission is working on the strategic planning items to be presented to Town Council.

Councilmember Fithian indicated when she first ran and went door to door, the Comprehensive Plan was something the residents were interested in.

## 9. ADMINISTRATIVE REPORTS

### a. Administrative Report

Town Manager Linn provided an oral update on River Road. He indicated that there was a dramatic drop in violations from either parking in other spots or failing to have their town decals. He also mentioned that 105 River Road does have 4 cars regularly parked in front of their house which is okay as long as their parking does not interfere with the stormwater system.

Town Manager Linn mentioned that the fence at River Road was completed and was staff's way of limiting the use of the town's land to prevent it from being used by residents to raise rabbits and attempt to limit the trash being left by the residents' garbage cans. He indicated that they had created a location for residents to place their garbage cans to help reduce the trash from escaping.

Mayor Porta was asked a question by a resident in regards to the gateway landscaping improvements. She wanted to know if she could take over the plantings near the steps in River Mill Park. Town Manager Linn let Mayor Porta know that those plantings were handled by Town Staff and that the Town would not have an issue with permitting her to take over the plantings at that location.

Councilmember Love mentioned that at the Potomac Watershed Roundtable he met Leah Satler who was the Loudon County Invasive Species Program Administrator who would be willing to work with town with regard to invasive species management.

Mayor Porta mentioned receiving a complaint with regard to the trees at 116 Washington Street. The Mayor wanted to talk about the site plan and the trees on the back of the property.

Mayor Porta asked Town Manager Linn to clarify the Berrywood bond situation. Town Manager Linn explained that the older development was completed around 2012, and the Town released part of the bond in 2011. However, the performance bond was still outstanding. The Town needed to follow up with the developer on obtaining an as-built to close the development. Town Manager Linn explained when he went to look at bonds in 2022, he sent a letter to the Berry's since they had another development under bond that the Town was looking to close out. The homeowners of Berrywood have several items they are concerned about and while some of these items are beyond the scope of the Town's bonds, the Town is trying to help the homeowners.

Councilmember Fithian asked of the delinquency letters sent out if they had fines or follow ups attached to them to which Deputy Town Treasurer Auville responded.

Councilmember Fithian asked if the twelve vehicle crashes mentioned on the Publish Safety report occurred within the limits of Occoquan. Town Manager Linn answered that 12 was the number of crashes Occoquan Police responded to, inside or outside of the Town's limits.

Vice Mayor Loges commented on the sign violation on 229 Mill Street. In her opinion, it was not abated as the real estate sign was still hanging from the handrail, and the flyer box was still attached to the handrail. Town Manager Linn noted that a sign can be attached to an architectural feature but could not be obstructing the feature. Vice Mayor Loges also noted that the feather sign was reattached for an open house and taken off.

Councilmember Perkins wanted the report to be updated with regard to the town being a trail junction. He also requested a copy of the landscaping contract and wanted to get the dates of the invasive species clean up on the calendar for 2026.

**b. Town Treasurer's Report**

Mayor Porta mentioned that the financial results for the Events Fund showed revenue of roughly half of what has been budgeted while the expenses were noticeably less than half. He wanted to confirm with staff that this was consistent with their expectations, under the assumption that while the Fall Arts & Crafts Show would bring in substantial net revenue, subsequent events for Halloween and Christmas were not generally net revenue generators. Staff confirmed this.

Vice Mayor Loges asked some questions regarding components of the entertainment, advertising, and some other categories. Town Manager Linn advised that they would research the questions and follow up with Council.

**c. Town Attorney's Report**

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

**10. DISCUSSION ITEMS**

**a. Fall Arts and Craft Show Report**

Events Director Hassett presented her report for the Fall Arts and Craft Show. Mayor Porta and other Councilmembers asked many questions about the Fall Arts and Craft Show that Events Director Hassett responded to.

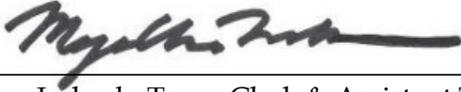
Deputy Chief Forman gave a presentation on Public Safety's portion of the Fall Arts and Craft Show and answered questions.

**b. Visit Occoquan, Inc. FY26 First Quarterly Report**

Sarah Burzio, Executive Director of Visit Occoquan Inc., presented the first quarterly report of Fiscal Year of 2026.

**11. ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.

A handwritten signature in black ink, appearing to read "Megan Lubash". The signature is fluid and cursive, with a long horizontal stroke at the end.

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Megan Lubash, Town Clerk & Assistant Town Manager