



OCCOQUAN TOWN COUNCIL

Meeting Minutes

Town Hall – 314 Mill Street, Occoquan, VA 22125

Tuesday, August 18, 2026

7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police; Kristin Shaw, Town Treasurer; Martin Crim, Town Attorney

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. REGULAR ITEMS

- a. Request to Adopt Resolution of Appreciation for Justin Hendrickson

Mayor Porta requested unanimous consent to move the Resolution item forward on the agenda, which was granted.

Mayor Porta then read the resolution verbatim. The resolution recognized Officer Justin Hendrickson for his calm demeanor and decisive actions after stopping to render aid at a serious motor vehicle crash involving fatalities. A Virginia State Police investigator submitted a letter of commendation recognizing Officer Hendrickson's actions and his assistance in providing first aid to victims of the crash, which was considered as part of the resolution.

Vice Mayor Loges moved to adopt Resolution R-2026-08 recognizing and appreciating Officer Justin Hendrickson for the actions he took at the catastrophic crash on May 29, 2026. Councilmember Love seconded. Motion was passed by unanimous roll call vote. Time was then taken to take photos of Officer Hendrickson, his family and Town Councilmembers.

4. CITIZENS' TIME

Mayor Porta noted that there were many people at Town Hall for Swords Brooms and Magical Beasts

No one spoke during Citizens' Time.

5. PRESENTATIONS

- a. FY2025 Financial Audit Presentation by Robinson, Farmer, Cox Associates

Auditor Mike Moran of Robinson, Farmer, Cox Associates presented an overview of the FY25 financial audit. Mr. Moran noted that the audit identified no material deficiencies, meaning the auditors found no significant weaknesses in the Town's financial reporting or internal controls that would materially affect the accuracy or reliability of the financial statements. He indicated that this was a positive audit result and consistent with what the Town would hope to receive from the annual audit. The audit also included two minor management comments.

Mr. Moran further noted that a significant portion of the CIP Fund remained available, which he characterized as a positive indicator. Mayor Porta clarified that the unassigned funds were intended for planned CIP projects in upcoming years.

Councilmember Daubresse asked about the anticipated timing for receiving the FY2026 Audit. Town Treasurer Shaw indicated that they would aim to have the materials submitted to the firm by September. Mr. Moran indicated that they would anticipate having the audit to Council by the end of the year.

b. Swords, Brooms, and Magical Beast Event Presentation

Laine S. and Michele W. presented on behalf of the Swords, Brooms, and Magical Beasts event. They explained that the event was designed to highlight Town businesses and find creative ways to showcase Occoquan. Laine noted that shuttle demand was strong enough that an additional bus had to be added due to high attendance. She also reported that 45 outside vendors participated on private properties throughout Town, with more than 200 vendors having applied to participate.

Laine also discussed the tea party held in Mamie Davis Park, which featured food and beverages from Town-based businesses. According to the post-event survey, five businesses reported having their best sales day, nine reported approximately triple their normal weekend sales, and four reported approximately double their normal weekend sales.

The event also included a scavenger hunt intended to encourage participants to visit businesses throughout Town, including those along Commerce Street. A separate paid scavenger hunt offered a premium experience in which participants received 12 original illustrations comprising an Occoquan-themed field guide.

Mayor Porta, who was unable to attend the event due to a previously planned vacation, asked about an email from Laine expressing concern about the heat. Mayor Porta asked about changing the event dates or instead of having two separate events making it a two-day event. Laine explained that alternative dates were limited due to her fall and winter vending schedule, as well as existing Town events in June and September. With respect to having a two-day event she felt it was too much for them to handle.

Mayor Porta also noted that Laine's email suggested ways to collaborate with the Town such as including a Trivia night on the same date as the event. He suggested they speak with staff about such ideas.

Councilmembers Fithian, Perkins, Love, and Daubresse praised the event. Councilmember Perkins specifically noted the positive feedback he received from Town businesses. Councilmember Love complimented the organizers on their professionalism, while Councilmember Daubresse expressed appreciation for the family-friendly nature of the event.

Vice Mayor Loges also expressed appreciation that the Town's VFW Post participated by serving Bavarian Pretzels during the event.

The Town Hall was filled with committee members, business owners, and residents, many of whom stood at the conclusion of the presentation to show their support for the event

6. CONSENT AGENDA

a. Request to Accept the July 7th, 2026 Minutes

Councilmember Perkins moved to approve the request to adopt the consent agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

7. MAYOR'S REPORT

Mayor Porta reported the following:

- On July 17th, he emceed the Town's Trivia Night in River Mill Park.
- On July 21st, he participated in the filming of an episode of "RV There Yet?"
- On July 28th, he participated in a meeting of the Mayors of Prince William County with BOCS Chair Deshundra Jefferson.
- On July 29th, he and Councilmember Perkins met with NOVA Parks CEO Justin Wilson.
- On August 4th, he participated in National Night Out.

8. COUNCILMEMBER REPORTS

Councilmember Perkins discussed the exciting opportunities raised during the meeting with NOVA Parks CEO Justin Wilson. He also recognized the late John Grace, an Occoquan resident known for his consistent efforts to beautify the Town by picking up litter. Councilmember Perkins expressed appreciation for Mr. Grace's contributions to the community and regret that he had not had the opportunity to know him better.

Vice Mayor Loges remarked that the National Night Out was very well attended and that she was impressed with the event's programming. Town Manager Linn and Mayor Porta provided additional background on the history of National Night Out, both nationally and within the Town.

Councilmember Fithian expressed enthusiasm about having the opportunity to ride on a fire engine, while noting her disappointment that she was unable to go up in the Police Department's skylift.

9. BOARDS AND COMMISSIONS

Planning Commission Chair Perkins reported that the Commission was nearing completion of the 2026-2036 Comprehensive Plan. He noted that numerous revisions had been made to strengthen and improve the document and that the plan was currently being reviewed by state and local agencies.

Chair Perkins also announced that he was stepping down as Commission Chair and Vice Chair Samantha Sparks would assume the role of Planning Commission Chair at the Commission's next meeting. Councilmember Love requested a copy of the version of the Comprehensive Plan that had been forwarded to the outside agencies for review.

Mayor Porta and Vice Mayor Loges expressed their appreciation to Councilmember Perkins for his efforts to revitalize the Planning Commission.

Architectural Review Board Chair White reported that the Board approved applications for a concrete driveway at 302 Commerce Street, various alterations to the front of 406 Mill Street, and a patio and railing at 450 Mill Street. She also noted there would be no meeting in August.

10. ADMINISTRATIVE REPORTS

a. Administrative Report

Town Manager Linn presented a written report and responded to questions from the Council. Vice Mayor Loges asked about proposed improvements to the Town gateway at Washington and Commerce Streets, specifically regarding the wooden ties and any right-of-way considerations. Town Manager Linn reported that there were no new updates.

Vice Mayor Loges and Mayor Porta also asked whether there would be any negative consequences to the Town if it proceeded with the project. Town Manager Linn responded that there were likely none, noting that the Town would assume responsibility for the cost of maintaining the improvements and that the project was anticipated for inclusion in the next fiscal year budget.

Vice Mayor Loges also asked about the Union Street sidewalk. Town Manager Linn reported that the project was awaiting a final permit and that it is anticipated to be completed either just before or after the Fall Arts and Craft Show.

Councilmember Fithian commended Chief Linn and Deputy Chief Forman for the 238 volunteer hours contributed during the previous month. She also asked for clarification regarding the "Other" category included in the Public Safety Report.

Town Manager Linn explained that the category included activities such as follow-up investigations, assistance to other Town departments, and various administrative actions, and asked Deputy Chief Forman to provide additional detail. Deputy Chief Forman explained that the "Other" category could include a wide range of activities, such as house checks, vehicle checks, assistance to Public Works, assistance to outside law enforcement agencies, and other miscellaneous calls for service.

Vice Mayor Loges asked if Town Staff could look into how many times Public Safety assists with outside agencies.

Councilmember Loved asked about the status of the geotechnical survey. Town Manager Linn reported that the Town is working on getting permission from landowners for the boring.

Councilmember Perkins asked about the status of the invasive species removal event that had previously been postponed. Town Manager Linn noted that the event had not been rescheduled and that the next invasive species removal event was scheduled for October.

Councilmember Perkins also asked whether the Town could contact Prince William County for an update on the status and progress of the Occoquan Greenway Project. Town Manager Linn advised that he would follow up with the County.

Lastly, Councilmember Perkins reported that Kevin Sills had indicated that demolition was expected to begin in early October.

b. Town Treasurer's Report

Town Treasurer Shaw was available to answer questions regarding the report. Mayor Porta noted that while Meals Tax revenues have increased over the past two years, we cannot draw the conclusion that this necessarily means increased customer traffic, as the increases in meals tax revenues do lag substantially both the increase in food costs to restaurants and the increase in prices

some restaurants have been charging. Consequently, the meals tax revenue increases could simply reflect price inflation. He expressed particular appreciation for the improvement in RiverFest revenues, comparing the event's performance to the strong years of the Town's craft shows approximately 20 years ago. Mayor Porta also commended Town Manager Linn for his financial stewardship of the Town's budget.

Vice Mayor Loges noted positively that all businesses were current on their Meals Tax obligations. She also asked about changes in salary and bank fee expenditures from Riverfest compared with the previous year. Town Treasurer Shaw indicated that she would review the matter. Town Manager Linn advised that staff would report back to the Council on the Riverfest financial reporting.

c. Town Attorney's Report

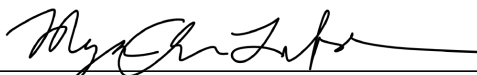
Mayor Porta noted that Town Attorney Crim was attending remotely.

Councilmember Fithian asked whether the agenda could be amended after it had been published or after a Town Council meeting had begun. Town Attorney Crim noted that the language governing the addition of items to the agenda remained ambiguous, particularly as to what constitutes a time-sensitive matter and indicated that the provision will probably be subject to litigation.

Town Attorney Crim further explained that, if a matter arose too late to be included on the published agenda, the Council could consider calling a special meeting before or after the regularly scheduled Town Council meeting to address the matter.

11. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.



Megan Lubash, Town Clerk