



OCCOQUAN TOWN COUNCIL

Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, September 1, 2026

7:00 p.m.

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

Absent: Councilmember Eliot Perkins

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; 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. CITIZENS' TIME

No one spoke during Citizens' Time.

4. CONSENT AGENDA

a. Request to Accept the August 18th, 2026 Minutes

Councilmember Fithian moved to approve the Consent Agenda. Vice Mayor Loges seconded the motion. The motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On August 21st, he emceed the Town's Trivia Night in River Mill Park, which had the highest number of participating teams to date.
- On August 27th, he and Councilmember Love attended the dedication of a memorial bench completed as part of an Eagle Scout project.

Mayor Porta also expressed interest in holding a dedication ceremony for a "Road to Revolution" marker during the Fall Arts and Crafts Show. He further reported that he had identified one Revolutionary War veteran associated with the Town of Occoquan, then known as Occoquan Mills. Mayor Porta stated that he would like the veteran to be recognized in a pocket park along with the Town's World War I veterans. Mayor Porta also requested that staff contact Brenda at Jerry's Occoquan Jewelers regarding recognition of the business's 50th anniversary during the holiday season, potentially in conjunction with the Town's Tree Lighting ceremony.

6. COUNCILMEMBER REPORTS

Councilmember Love reiterated that he attended the Eagle Scout memorial bench dedication on August

27th.

Councilmember Fithian noted that she purchased a memorial brick in honor of a Town resident's dog, Ollie, and identified a reputable brick engraver should the Town consider restarting the memorial brick program.

7. BOARDS AND COMMISSIONS

Town Manager Linn noted that the Planning Commission and Architectural Review Board did not meet in the month of August.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

Town Manager Linn updated the Council on the ADA crosswalk improvement project at Union and Mill Streets and Mill and Ellicott Streets, noting that the County anticipates beginning construction on September 28, following the Fall Arts and Crafts Show. Town Manager Linn then presented his written report and responded to questions from the Council.

Mayor Porta expressed appreciation to Town staff for contacting the County Arborist and obtaining information regarding the magnolia tree located at Washington and Commerce Streets. He also requested that staff notify Councilmembers when VDOT anticipates beginning work on the water problem on Edgehill Drive.

Mayor Porta inquired about the status of the demolition permit for the Mill at Occoquan project. Town Manager Linn advised that removal of the steel boatel has been approved; however, demolition of the buildings has not yet been approved.

Mayor Porta also requested that the engineering reports be revised to clarify that construction of a deck behind the Mill House Museum is no longer the anticipated outcome associated with the geotechnical borings. Town Manager Linn stated that he would speak with the engineers about revising the manner in which the borings and Riverwalk project are referenced in the report.

b. Town Treasurer's Report

Town Treasurer Shaw was present and responded to questions regarding the Treasurer's report. Councilmember Love asked about the status of enforcement efforts involving businesses that are delinquent in paying Business, Professional and Occupational License (BPOL) taxes and real estate taxes. Town Treasurer Shaw reported that Treasurer's summonses had been issued to two businesses. Regarding delinquent real estate taxes, Town Attorney Crim noted that the outstanding balances continue to accrue interest at a favorable rate to the Town and that, so long as the total taxes, penalties, fees, and other amounts due remain well below the value of the underlying real estate, there may not be an immediate need to pursue additional collection action. Town Treasurer Shaw asked whether the loss of available working capital outweighed the benefit of allowing interest to continue to accrue on the delinquent balances. Town Attorney Crim advised that this was ultimately a policy determination for the Town Council.

Mayor Porta noted that, given the Town's real estate tax rate, the outstanding Town real estate taxes probably were modest in dollar terms.

Vice Mayor Loges expressed appreciation for the new financial reports prepared by Town Treasurer Shaw. She requested that a footnote be added to explain the applicable budget transfer and clarify that the Town Council-approved budget does not reflect a budget deficit.

c. Town Attorney's Report

Town Attorney Crim was ready to discuss his report. There were no questions regarding his report.

9. REGULAR ITEMS

a. Request to Adopt Resolution to Set the Calendar Year 2027 Schedule of Regular Town Council Meetings

Town Manager Linn noted that the proposed meeting calendar differed only slightly from the current year's schedule. He explained that the first meeting in August had been omitted because it coincides with National Night Out and that the second meeting in December was omitted for the holidays. He further noted that the remaining Tuesday meeting dates were retained, as meetings may be canceled at the direction of the Town Council if they are not needed and was easier than having to add special meetings.

Vice Mayor Loges asked about potentially canceling meetings scheduled near the Town's craft shows. Town Manager Linn noted that the dates of the spring Riverfest had not yet been finalized and he recommended leaving the meetings scheduled.

Councilmember Love moved to approve Resolution R-2026-09. Vice Mayor Loges seconded the motion. The motion passed unanimously by voice vote.

b. Request to Adopt Ordinance O-2026-04 Amending the Code § 31.073(A) Related to Town Council Meeting Agenda Process

There was no discussion regarding this administrative Ordinance. Vice Mayor Loges moved to adopt Ordinance O-2026-04 amending Town Code § 31.073(A) related to Town Council Agenda Process. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

c. Request to Adopt Ordinance O-2026-05 Amending the Code § 73.03 Related to Parking in the Opposite Direction of Travel in Angled Parking

There was no discussion regarding this administrative Ordinance. Councilmember Daubresse moved to adopt Ordinance O-2026-05 amending Town Code § 73.03 related to Angled Parking in Town. Councilmember Love seconded. Motion passed unanimously by roll call vote.

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

d. Request to Adopt Resolution Referring Town Code Section 157 to the Planning Commission for Review and Evaluation to Recommend Zoning Text Amendments

Mayor Porta asked Town Manager Linn to confirm that the purpose of the review was to examine

the Town Code's zoning provisions and ensure that they remain consistent with the Comprehensive Plan. Town Manager Linn confirmed that this was the intent of the review.

Vice Mayor Loges moved to adopt the Resolution initiating consideration of zoning text amendments to Town Code Chapter 157, Zoning, pursuant to Virginia Code §§ 15.2-2285 and 15.2-2286, and referring the matter to the Planning Commission with direction to review the existing zoning regulations and prepare such proposed zoning text amendments as the Commission determines appropriate for public hearing and recommendation to the Town Council. Councilmember Fithian seconded the motion. The motion passed unanimously by voice vote.

10. 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 the discussion of real property for the Riverwalk. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:28 p.m.

The Council came out of closed session at 7:45 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 Fithian The motion passed unanimously by roll call vote.

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

11. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

Megan Lubash, Town Clerk