



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, May 7, 2019**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Laurie Holloway

**Absent:** Councilmember Eliot Perkins

**Staff:** Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Martin Crim, Town Attorney.

**1. Call to Order**

Mayor Porta called the meeting to order at 7:07 p.m.

**2. Pledge of Allegiance**

**3. Citizens Time**

Cobb Ervin, 309 Mill Street, asked about the transient occupancy tax forms he has been receiving because of his listings on Airbnb. Mayor Porta responded that the transient occupancy tax has existed in Occoquan for at least twenty years, and that Mr. Ervin was probably unaware of it because until the advent of Airbnb Occoquan had no transient rooms available. Mr. Ervin proposed moving the tax payment schedule to a quarterly or semi-annually system instead of monthly because of the minute size of the payments and the hassle that it created. Mayor Porta advised Mr. Ervin to consult with Town Staff to explore other modes of payment.

Lance Houghton, 127 Washington Street, had two points to bring before the Town Council. (1) In reference to the Town code requiring residences to provide parking spaces based on the number of bedrooms, Mr. Houghton wanted a clear definition of what a bedroom is under the Town code. He also suggested that if there were not one, that the Town adopt the state building code definition of a bedroom. Mayor Porta asked staff if other town codes defined a bedroom. Mr. Crim responded that a bedroom was defined by points of egress. 2.) Mr. Houghton wished to clarify that he did not sell 430 and 426 Mill Street, but that these properties were sold by his mother's estate at auction.

**4. Approval of Minutes**

Councilmember Holloway moved to approve the amended March 5, 2019 Regular Meeting Minutes.

**A motion was made by Councilmember Holloway, seconded by Vice Mayor Sivigny that the amended minutes of March 5, 2019 be approved. Motion passed, unanimously.**

Vice Mayor Sivigny moved to approve the minutes of April 2, 2019 Regular Meeting.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway that the minutes of April 2, 2019 be approved. Motion passed, unanimously.**

Councilmember Fithian asked that the minutes of the April 16, 2019 Work Session be corrected to change the word "unanimous" to "unanimously". Councilmember Fithian moved to approve the amended minutes of the April 16, 2019 Work Session Meeting.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the amended minutes of April 16, 2019 be approved. Motion passed, unanimously.**

## **5. Mayor's Report**

The Mayor reported on meetings and activities he participated in his capacity as Mayor since his last report.

4/8 -- Quarterly Trail Meeting in Supervisor Anderson's Office

4/9 -- ACTS Volunteer Appreciation Dinner

4/10 -- Introduced Ellalyne Brayman at BNI Event

4/11 -- Discussed storm water issues with Delegate Luke Torian and Gaslight landing residents

4/13 -- Invited speaker at Write by the Rails in Manassas and participated in FOTO cleanup with other Town Council Members

4/19 -- Judged Peep Contest with several other Town Council Members

4/20 -- Participated in Peep Contest Awards Ceremony with Ms. Little

4/24 - Served as celebrity waiter for Lake Ridge Rotary Club and gave walking tour to Reston Women's Club

4/28 - Spoke at flag raising ceremony for Occoquan Yacht club and provided a historic tour to a World of Travel bus group

4/30 - Gave an historic tour to another World of Travel bus group

5/1 -- Visited with travel writer along with Ms. Little

5/4 -- Participated in ribbon cutting along with other Town Council members for Marin Woodworking

Mayor Porta also reported that he has flagged Tanyard Hill Park Trail and plans to lead a trail walk to show volunteers the work that is needed on the trail.

## **6. Councilmember Report**

Councilmember Fithian had two things to discuss. She introduced Johnathan McNeal the Senior Patrol Leader from Troop 252 and his father who were sponsored by VFW in Lake Ridge. Councilmember Fithian also had a card to be signed for Bonnie Hill to thank her for all the time she has spent making suggestions for the town.

Due to Councilmember Perkins absence, Mayor Porta informed Town Council that the Closed Session Personnel item will be deferred to the next meeting.

Vice Mayor Sivigny asked that town staff address the trash cans under Route 123. Ms. Leidich responded that staff would do so immediately.

Councilmember Dawson questioned the staff if VDOT has been making progress on its traffic survey. Ms. Leidich responded that VDOT proposed a date range of when the survey would be conducted. She will verify and present the information to Town Council.

## **7. Staff Reports**

### **A. Town Attorney:**

Mr. Crim, Town Attorney, submitted a report as part of the meeting agenda.

Mayor Porta asked if the contract with Water's End Brewery included in that packet had been reviewed. Mr. Crim confirmed that it had.

### **B. Town Engineer:**

Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda but was not present.

Mayor Porta will discuss the infiltration trench with Mr. Reese.

Councilmember Holloway asked about the Mill at Occoquan site plan progress. Ms. Leidich informed Town Council that Town staff has submitted its comments and is waiting for response to the Zoning Administrator's comments.

### **C. Building Official:**

Prince William County's report was submitted as part of the meeting agenda. No questions were received.

### **D. Town Manager:**

Ms. Leidich submitted a manager's report as part of the meeting agenda. Council asked questions regarding the status of the Town website.

Councilmember Holloway requested that "Music on the Mill" be highlighted on the Town website.

Mayor Porta asked that Town staff report at a future meeting on two items. (1) The status of the removal of the damaged tree in Mamie Davis Park to another location and its replacement with a new tree. (2) The terms of the contract with the firm that recodified the Town ordinances – specifically, how are new ordinances being codified to keep the Town Code up to date.

### **E. Town Treasurer:**

Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. No questions were received but Mayor Porta asked Town Staff to prepare responses to line items on the variances in fees and licenses, interest items, contracts, facilities, and maintenance.

### **F. Chief of Police:**

Chief Linn provided his March 2019 report with the meeting agenda. He informed the Town Council that they will begin the Click It or Ticket program in accordance with new grants. Chief Linn is attempting to get individuals out of the Route 123 and Commerce Street

intersection by turning it from a traffic stop to a civil penalty. He also commented on a video distributed to Town Council wherein there was a potentially fatal pedestrian and automobile incident.

Vice Mayor Sivigny inquired if nighttime runners are required to wear reflective clothes. Chief Linn responded that there was no relevant Town code section with that requirement.

Councilmember Holloway asked about drone regulations within town. Chief Linn commented that there were FAA and state regulations but it was not within the power of the town to regulate drones.

Councilmember Fithian inquired about accidental opioid exposure that is mentioned in the report. Chief Linn commented that this information was generally for the safety of officers.

#### G. **Boards and Commissions:**

Ms. Seefeldt had no report from the Architectural Review Board. No questions were asked.

Councilmember Perkins was not present and there was no report from the Planning Commission. No questions were asked.

### 8. **Regular Business**

#### **8A. Glass Recycling Information Item**

Prince William County is no longer collecting glass, which prompted questions at the previous Town Council Meeting. Ms. Leidich responded to these questions and found out that landfills are still accepting glass in specific bins that require citizen drop off. Glass bottles can now be recycled into the specially designated purple bins at the landfill on Route 234 or in the dump in Alexandria. Ms. Fithian expressed interest in organizing citizens to periodically recycle glass together.

#### **8B. Request to Set a Not-To-Exceed Amount for Fence Repair Project**

Mayor Porta explained what the project will entail including the work done by volunteers and the material costs. Councilmember Holloway moved to set a not-to-exceed amount of \$900.

**A motion to set a Not-To-Exceed amount of \$900 was made by Councilmember Holloway, seconded by Councilmember Fithian that the ordinance be adopted. Motion passed, unanimously.**

#### **8C. Event Sponsorships and Revenue Generating Report**

Mr. Coon presented the partnership with Waters End Brewery at Discover Occoquan and the Spring Arts & Crafts Festival. Mayor Porta asked for a motion to approve a usage form to allow merchants to set up in River Mill Park and authorize the mayor to sign the contract with Waters End Brewery for Discover Occoquan and the Spring Arts & Craft Show.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the ordinance be adopted. Motion Passed, unanimously.**

**8D. Home Occupation Certificate Ordinance**

Mayor Porta mentioned the email distributed by the Town Manager explaining the process for revisiting the Home Occupation Certificate Ordinance again, particularly that changing the Code would again require public advertisement and public hearings. He suggested that given how recently the Town had revised this ordinance, it would be beneficial if those who wished to revisit it waited some time to evaluate the impact of the most recent changes, and if they still wish to revisit it at that time, that the advertisement and public hearings be bundled with other issues so as to save staff time and the cost of advertising. Council agreed.

**8E. Town Projects Discussion**

Ms. Leidich summarized the key projects being worked on presently as well as new policies and regulations. These include twenty two projects, fourteen of which are priority projects and eight ongoing projects. 1.) River Mill Park Bath House project where work has moved to the lower level 2.) Kayak and Canoe launch completion 3.) Website redevelopment 4.) Working on stormwater management master plan 5.) Replacing the Spring Craft Show with two new town events 6.) Coordinating with Prince William County on the Tanyard Hill sidewalk project 7.) Preparing for the intersection improvements within the 2023 timeline 8.) Implementing the parking study improvements 9.) Looking at town policies on Special Events, Docking, Bond Release, and OCQ Alert System 10.) Researching Airbnb registration 11.) Updating town maps 12.) Ongoing progress on the Town Gateway project 13.) Moving Prince William County to a kiosk and repurposing the visitor center 14.) Maximizing town buildings for more efficient usage 15.) Ongoing projects include development projects, records management, grant applications, event sponsorships, Town Code update on a by chapter basis, OCQ alert system, and community policing programs.

Councilmember Holloway asked about the new electronic alert system. Mr. Coon responded that ongoing sign up has reached one hundred fifty to two hundred residents with some form errors.

Councilmember Fithian asked about new local maps for businesses. Mr. Coon responded that the new maps are in process.

Mayor Porta wants to arrange for a presentation of the storm water management study done by Prince William County. Ms. Leidich responded that she will be speaking with the county to see the presentation and can set up the meeting.

**10. Adjournment**

The meeting was adjourned at 8:38 p.m.

---

Christopher Coon  
Town Clerk