

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, January 2, 2007
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Mike Anton.

The Town Council Meeting was called to order at 7:30 p.m.

Public Hearing.

Tom Peterson opened public hearing, which was noticed in the Connection Newspaper on December 14, 2006, a copy of which is attached hereto as *Ex. 1*, regarding a proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town. Mike Anton stated that Tim Hugo will introduce the proposed town charter change to the State Legislature for us to have authority to set speed limits in the Town of Clifton, as recommended by the Traffic and Safety Committee. A copy of Proposed Town of Clifton Charter Amendment is attached hereto as *Ex. 2* and made a part of the minutes. There was one citizen comment from Jim Chesley regarding obtaining the new speed limit signs from VDOT. Tom Peterson made motion to close the public hearing, which was seconded by Lane Johnston. Passed unanimously.

1. Reading of minutes.

- a. Chuck Rusnak proposed three changes; i.e., 6(f.), after the word "report," add **on HVAC system at a later date**; 8(a.), after the word "and," insert **they recommended**; 8(d.), after the word "stated," insert **neighbors reported**, and after the word "pieces" insert **deposited at**, and delete the words, removed from. Mike Anton proposed a change to 6(l.), to delete entire sentence and replace with: **Mike Anton reported on the status of the triangle renovation. Met with Beautification Committee as well as Special Projects Committee regarding incorporating all Main Street in triangle renovation and will post comments on website.**
- b. Wayne Nickum made motion to approve minutes as corrected. Chuck Rusnak seconded. Passed unanimously.

2. Special Report on Dell Avenue Fire.

Tom Peterson moved to add report on fire to agenda. Seconded by Lane Johnston. Passed unanimously.

Paul Beardmore from the Clifton Fire Department reported on the fire on Dell Avenue and recommended safety precautions for everyone regarding fire prevention. He

stated there are two dry hydrants in the Town, one on Clifton Creek Drive and one on Chapel Street. He stated the one on Chapel Street does not function. Tom Peterson stated he spoke with Captain Hess from the Fire Department the evening of the fire and that he requested the Town's assistance in obtaining information on who is responsible for maintaining the dry hydrant on Chapel Street. Mr. Beardmore also stated a tanker truck is permanently at the Clifton Fire Station. He also stated Fairfax County tests the generator at the firehouse regularly and that the tank in the pit holds approximately 6-10K gallons of water which comes from a well. It was stated that Duane Nitz had suggested the town needs to have a seminar on fire prevention. Tom Peterson stated the Town should make sure testing of the dry hydrants is accomplished by whomever is responsible. Wayne Nickum moved to place this on next month's agenda. Tom Peterson seconded. Passed unanimously.

3. Treasurer's Report.

Marilyn Barton presented the financial report for month ending December 31, 2006 which included the Community Hall Report and FY 05 audited financial statement. Wayne Nickum made motion to approve treasurer's report. Seconded by Pat Layden. Passed unanimously.

4. Reading of Communications.

Tom Peterson stated he received a letter asking how to purchase vehicle tags.

5. Citizens' remarks.

A. Sheldon Hofferma offered his property at Chapel Road and Water Street as a possible site for the old Crouch School. Pat Layden stated he thought the Historic Preservation Committee had secured a site.

B. Mike O'Connell introduced himself as editor of the Fairfax Station/Clifton Connection Newspaper and that October 5, 2006 the border was moved to include Clifton in his jurisdiction; he also left business cards. He stated Steve Hibbard is still editor of the Centreview and that would not change. Amber Healey covers the Town Council and Clifton social events. He stated Clifton would have equal coverage in the Centreview and Connection.

C. Larry Hensel invited the Town to attend the January 21, 2007 Clifton Presbyterian Church dedication ceremony at 3:00 p.m., with reception to follow.

6. Unfinished Business.

A. Buckley Park and Bridge Cleanup and Repair Status.

Wayne Nickum stated trees need to be cut soon; Lane Johnston stated it

must be completed by January and that debris cleanup deadline is January 24, 2007. We have 18 months to complete project. She stated contractor

bids would be scheduled and we would hire inspector separately. Bids will be presented to the Town Council for approval. Lane Johnston stated application to FEMA must be in by the end of February or first of March.

B. Sale of Town Community Hall.

Mike Anton stated he and Pat Layden have been working daily and met with outside people regarding this project. He said the Letter of Intent stated there was a 45-day limit which is January 18, 2007 and suggested the need for a 45-day extension. Tom Peterson made motion to authorize extension of negotiation date to March 7, 2007 if agreed by Royce Jarrendt. Seconded by Pat Layden. Passed unanimously.

C. Building Inspection Agreement Renewal/Extension.

Chuck Rusnak reported no progress. Tabled.

D. Power Plant Noise.

Chuck Rusnak stated no response to Dominion Power letter. Pat Layden stated he wrote a letter and will call the power company and Public Utility Commission and possibly request the name of the attorney who represents Dominion Power. Pat Layden will report on this at the next Town Council meeting.

E. Town Committee Mission Statements and Goals.

Tabled.

F. Agenda minutes.

Withdrawn.

G. Town Plan.

Tabled.

H. Power Line Burial.

Mike Anton reported that Cox will begin burying cable lines and conduits on Main Street, Ayre Square and across Chapel Street and that it takes about one week to complete. It will be done in the early morning with no road closure needed. Cox will bury their own cable plus two others for Verizon and that eventually phone cable will be in there also with Cox first and Verizon after. He said the power lines are on the other side of the street on the same side as Heart in Hand Restaurant.

I. Award Resolutions.

Tom Peterson stated must ascertain that awards are distributed and that plaques were approved by the previous town council. Chuck Rusnak said

he would find a vendor to make plaques. Chuck Rusnak and Tom Peterson will work on this. Wayne Nickum stated it could be plaque or certificate.

J. Triangle Renovation.

Mike Anton stated Special Projects Committee is attempting to create plan, such as brick sidewalks, underground power lines and that CBA and VDOT agreed to budget, and he will discuss with Bill Ference and VDOT to get more input. He said he will meet with VDOT this month and that the triangle is separate from Main Street. He also stated VDOT indicated progress must be shown in order to appropriate funds.

7. Reports of Committees.

A. Lane Johnston stated no Planning Commission meeting; therefore, no report

B. No report of ARB.

C. a. Mike Anton said he gave Town Council view and assisted with **Finance Committee Charter** when they met November 27, 2006 and submitted charter to Town Council for approval. After discussion, Mike Anton made motion to approve Finance Committee Charter and add that **“at the request of the Town Council”** be added after **“More specifically,”** in last sentence of second paragraph of the Finance Committee Charter, which is attached as *Ex. 3* and made a part of these minutes. Seconded by Wayne Nickum. Passed unanimously.

b. Wayne Nickum made motion to develop a process to get expense and revenue data from the various committees for budget input, so that the Finance Committee can project over five years. Seconded by Mike Anton. Passed unanimously.

c. Wayne Nickum moved to change the name of Fundraising, Grants, Franchise & ISTEAC Committee to the **Finance Committee**. Seconded by Mike Anton. Passed unanimously.

D. Beautification Committee.

Jennifer Chesley stated the Homes Tour grossed \$7,000 and netted \$6,500. She also stated that the Lustman's home had been on the Homes Tour and that they had requested that if anyone took any photos of the interior, they would appreciate having copies.

E. Communications Committee.

Chuck Rusnak stated the web server invoice needs to be paid. He made

motion to extend the web server contract for one year with same host server at \$59.95 per month, to be paid annually, in January. Seconded by Wayne Nickum. Passed unanimously.

8. New Business.

A. Charter change for speed limit.

Wayne Nickum made motion to approve charter change as advertised. Pat Layden seconded. Passed unanimously.

B. Caboose Plaza.

Wayne Nickum stated a monument for Jim Chesley had been erected at Caboose and also stated that minutes of June 6, 2006 did not reflect where the plaque was to be placed and there had been no approval for the wording.

Lane Johnston made motion to remove and store monument until issue is resolved and discussed with the Architectural Review Board. Seconded by Wayne Nickum. Tom Peterson said he was against removal of the monument but was for referring the issue to the Architectural Review Board. Mr. Chesley passed around to Town Council members a resolution that he said was a part of the June 6, 2006 minutes which gave him the right to erect the monument. When Wayne Nickum stated the minutes did not refer to an attachment, he was told by Jim Chesley to "shut up." The Town Clerk was asked if the minutes which were approved by the current Town Council reflected the attachment. She said no. Lane Johnston withdrew the earlier motion and made motion to move the plaque to Ayre Square. Wayne Nickum stated the Earl Lee plaque was at Ayre Square and that the issue is where to place the Chesley plaque and that the Town needs a designated area for plaques. Mrs. Chesley stated the caboose would not be there if not for Jim Chesley. Pat Layden said the process of previous town council was not followed. Steve Effros said this is what has been tearing the town apart and that Mr. Chesley should be allowed to place the plaque where he wants. Tom Peterson said he wants to do the right thing. Lane Johnston rescinded the motion. There was no resolution. The Town Clerk asked if the minutes from June 2006 are inaccurate since they do not refer to the resolution.

C. Community Hall Parking.

Lane Johnston stated there are only six parking spaces at Community Hall. Wayne Nickum suggested the patrons be encouraged to park at the caboose or on Main Street.

Wayne Nickum made motion to adjourn at 10:25 p.m. Seconded by Tom Peterson. Passed unanimously.

CONNECTION NEWSPAPERS

LEGAL ADVERTISING

ACCOUNT NAME: TOWN OF CLIFTON
PO BOX 309
CLIFTON, VA 20124

ACCOUNT NUMBER: 703-830-8466

INVOICE NUMBER: #02522835

P.O.#:

AD PLACED BY: CHUCK RUSNAK

ORDER DATE: DECEMBER 11, 2006

SCHEDULED TO RUN: DECEMBER 14, 2006

HEADER: LEGAL NOTICE

CLASSIFICATION: 950 Legal Notices

SIZE: 21 LINES, 2 COL.

RATE: \$84.00

TOTAL: \$84.00

EXTRA CHARGE:

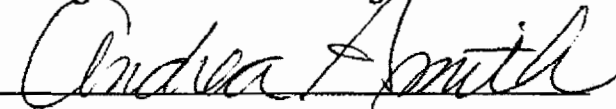
TOTAL AMOUNT DUE: \$84.00

BY: ANDREA SMITH

CERTIFICATE OF PUBLICATION

I hereby certify that the attached advertisement for TOWN OF CLIFTON was published in the CENTREVIEW Newspapers for 1 successive issue(s) commencing with the issue of DECEMBER 14, 2006.

Andrea Smith:



EX. 1

LANDSCAPING

**ANGEL'S
TREE & HEAVY
TRASH HAULING**
• Tree Stump Removal
• Clean-up Grounds
• Leaf Removal
703-329-2369 (Tel.)
703-329-2385 (Tel/Fax)
703-507-7542 (Cell)

LAWN SERVICE

**PINNACLE SERVICES,
LEAF Inc.**
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GUTTER
CLEANING**
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Backsplashes. Specializing in
the quality install. of Ceramic
Tile or Natural Stones.
Also repair work. 24 yrs exp.
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Licensed • Bonded • Insured

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- Knowledgeable, trained staff to help you choose the best supplies
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- Delivered right to your door
- Nurse on call to answer your product questions



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- Individual detox programs
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FOR ADDICTION TREATMENT
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Call toll-free 1-877-77-DETOX (877-773-3869)
or visit www.thecolemaninstitute.com

Struggle to Bathe?

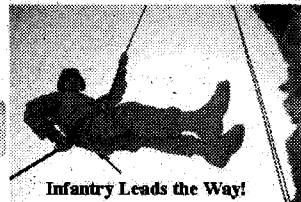
**WALK-IN
BATH TUB**

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Thousands! Free Recorded
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4 RE for Sale

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house in desirable Heritage
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Pergo floors in kitchen & foyer.
Kitchen has been updated to
include newer appliances,
countertops and sink. Lower
level boasts of a family room
with new Berber carpet and
full bathroom, separate laun-
dry/utility storage. Freshly
painted & ready to move in!
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Corus Home Realty
703.803.6000
www.corushome.com

29 Misc. for Sale

**Maple DR tbl, 6 chairs, &
matching hutch. Very good
cond. \$400. 703-830-3824**

21 Announcements

21 Announcements

TOWN OF CLIFTON, VIRGINIA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town Council of the Town of Clifton at its meeting on **Tuesday, January 2, 2007 at 7:30 p.m.** in Town Community Hall will hold a public hearing to consider the following:

A proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town.

All interested parties are invited to attend the public hearing and express their views. A complete copy of the ordinance and of the proposed town charter change is available at the home of the Town Clerk, 7161 Main Street, Clifton, Virginia.

Carolyn S. Leetch, Town Clerk

December 20, 2006

23 Love Lines

28 yo attractive Thai lady
would like to meet kind
honest genuine man for
serious relationship, age not
important. Please write:
Kasinee Yiamsuan PO Box
1836 Bang Rak Post Office,
Bangkok 10500 Thailand

26 Antiques

**We consign/pay top \$ for
antique/semi antique furn.**
including 1930-1950
mahogany. We pay top \$ for
all sterling/collectibles,
clocks, jewelry, costume
jewelry, etc. Call Schefer
Antiques @ 703-241-0790.

29 Misc. for Sale

Hardwood flooring, 3/4"
Brazilian cherry, \$2.50 sq ft
703-875-2215
Must sell!

**Hot Tub, still in wrapper, 31 jets,
fully loaded, waterfall, life war-
ranty on shell, MSRP 7298. Must
sell.. \$3500. 571-237-5015**

21 Announcements

21 Announcements

21 Announcements

Designated
"Qualified in Submarines"
JOIN



**Call: Submarine Veterans
Northern Virginia Base**
Steve Jaeger
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Treasurer@USSVINOVA.org

100 Music

**Sterling silver flute, Arm-
strong 80, solid gold en-
graved mouthpiece, like
new, \$900. Peavey Express
amplifier 112S, \$100. Kawai
piano, ebony upright, stor-
age seat bench, 57" wide x
43" high, ex cond, \$1,000.
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116 Childcare Avail.

BURKE Childcare avail in my
home, OFC Lic, FT & PT, days,
evenings, overnight. Back-up
care & special needs children
welcome. Large yard for lots of
fun! 703-569-8056

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97 HONDA CIVIC EX

114,000 miles, Over
\$4000 invested in tires,
rims, intake headers,
exhaust. \$8,000/obo
cell 540-295-6546
home 540-288-3396

It is of
interest to
note that
while some
dolphins are
reported to
have learned
English - up
to fifty words
used in
correct
context - no
human being
has been
reported to
have learned
dolphinsese.
-Carl Sagan

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infertile
couples
experience
the joys of
parenthood
and earn up
to \$50,000!

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AN EGG
DONOR**

We need healthy women
between the ages of 19 and 32.
**Compensation begins
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Excludes Fee Req.



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DAVID CHABOT 703-961-7164



Great Bargain, Great Location! Don't miss this opportunity to own a great home in sought-after Little Rocky Run. This 5 bedroom 2.5 Bath home has it all. A 2 car garage, new appliances, new wall-to-wall carpeting, new hardwood flooring. Inviting family room off

kitchen with French doors that open to a huge rear deck. Separate dining and living rooms. Two story foyer and ceramic tile entryway. Only \$585,000 - unbelievable!



DAVID CHABOT 703-961-7164



WORLD'S LARGEST RIBBON!
Should be wrapped around this GREAT BUY! 3BR/2.5BA Single Family Home! Hardwood Floors, 3 Season Sunroom, Vaulted Ceilings. New Carpet *

New Paint * HVAC & HWH Replaced. Cul-de-sac Location--Move-In Condition! Call now to open your best present ever! \$497,500.



LENORE BULLOCK 703-961-7179



NEW LISTING!
PRICED TO SELL QUICKLY!
Best price in the neighborhood! 3 finished levels! Walk-out basement! Deck! Fenced yard! Large eat-in kitchen! Cul de sac! New carpet! Fresh paint! Backs to trees! Great price! Great Location! Great

condition! \$389,900



THE KEMPTONS 703-961-7144



Three finished levels! 4 bedrooms plus 3.5 baths! Fireplace! Hardwood floors! Huge kitchen! New carpet on upper level! Vaulted upper level! Deluxe master bath! Deck and fenced yard! Great location! Super Price! Fabulous price!

\$399,900



THE KEMPTONS 703-961-7144



Really Special!
Absolutely gorgeous! Finished on 3 levels! Everything is top of the line! Updated kitchen w/ newer appliances and granite counter tops! Built-ins in library,

family room and Master bedroom! 3 fireplaces! Huge master suite w/deluxe bath! Windows everywhere! \$674,900



THE KEMPTONS 703-961-7144



Sully Station - Instant equity! Sold "AS IS"! Three finished levels! 3 Bedrooms, 2 full, 2 half baths! Fireplace! Walk-out!

Deck! Large kitchen! Formal dining! 1 Garage! Fabulous Location! \$359,900



THE KEMPTONS 703-961-7144



Wonderful and Immaculate! Gorgeous fenced yard! Large eat-in kitchen! Upgraded appliances! Spacious family room w/fireplace! Deck! Huge

Rec Room and den! Cul de sac! Close to shopping and commuter rail! \$469,900



THE KEMPTONS 703-961-7144

CONGRATULATIONS TO OUR TOP PRODUCING AGENTS FOR NOVEMBER!



Pat & Alex Bogenn



Jin & Nancy Han



The Valdes Team



Elizabeth McGuiness



Maria Leightley



Roger Quiroga



A.J. Garlichs

WELCOME TO OUR NEWEST ASSOCIATES!



Birgit Klar



Naomi Nardelli



Camille Wurm



Debbie Williams



Olga Garza



Mary Mahaffey



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PROPOSED TOWN OF CLIFTON CHARTER AMENDMENT

The current Section 4 of the Charter reads as follows:

In so far as not prohibited by general law, the council of said town shall have all of the general powers vested in it by the general laws of this State, and shall also have the power to mark the bounds of existing streets and to widen or narrow, lay out and graduate, pave and otherwise improve streets and public highways within said town, to remove obstructions there from, and shall also have the power to pass and enforce all by-laws, rules, regulations and ordinances which the town council may deem necessary for the government of the town, the management of its property, the conduct of its affairs, the peace, order, comfort, convenience, morals, health and protection of its citizens or their property, or do such other things, adopt any ordinance that may be necessary or proper to carry into full effect all power, authority, capacity or jurisdiction which is or shall be granted to or vested in said town, or in the council or officers thereof, or which may be incident to a municipal corporation.

The proposed amended Section 4 would read as follows:

In so far as not prohibited by general law, the council of said town shall have all of the general powers vested in it by the general laws of this State, and shall also have the power to mark the bounds of existing streets and to widen or narrow, lay out and graduate, pave and otherwise improve streets and public highways within said town, to remove obstructions there from, and shall also have the power to pass and enforce all by-laws, rules, regulations and ordinances which the town council may deem necessary for the government of the town, the management of its property, the conduct of its affairs, the peace, order, comfort, convenience, morals, health and protection of its citizens or their property, or do such other things, adopt any ordinance that may be necessary or proper to carry into full effect all power, authority, capacity or jurisdiction which is or shall be granted to or vested in said town, or in the council or officers thereof, or which may be incident to a municipal corporation.

The council of said town shall have the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town.

The proposed charter amendment is necessary to secure and promote the general welfare of the inhabitants of the Town and the safety, health, peace, good order, comfort, convenience, trade, commerce and industry of the Town and the inhabitants thereof pursuant to Va. Code Ann. § 15.2-1102.

EX. 2

D-R-A-F-T

11/27/2006

**Town of Clifton
Finance Committee Charter**

A Finance Committee for the Town of Clifton is established and shall consist of at least three members, one of whom must be the Town Council member with oversight for Financial Management. The chair(s) shall be elected by committee members but may not be a Town Council member.

The basic responsibility of the Finance Committee shall be to advise and assist the Town Council with respect to the financial and capital investment policies of the Town, including specific actions required to achieve planning objectives and acquire funds. More specifically, the Finance Committee shall review and make recommendations as to:

1. The Town's long-term financial investment, risk management, plans and strategies, including the Town's investment objectives and current and projected financial gains/losses;
2. The Town's annual budget;
3. Any proposed capital project;
4. Any proposal to acquire or divest, in any manner, any asset, investment, real or personal property, or business interest;
5. Major commercial banking, investment banking, financial consulting, insurance, and other financial relationships of the Town; and
6. Governmental revenue sources including, but not limited to, grants, loans, taxes or fees in support of the Town's Comprehensive Plan, per VA Code 15.2-2223.

In addition, the Finance Committee shall:

7. At the Town Council's request, prepare and submit grant, loan and other requests for funds in support of approved Town objectives; and
8. Report monthly to the Town Council on the Committee's deliberations and recommendations.

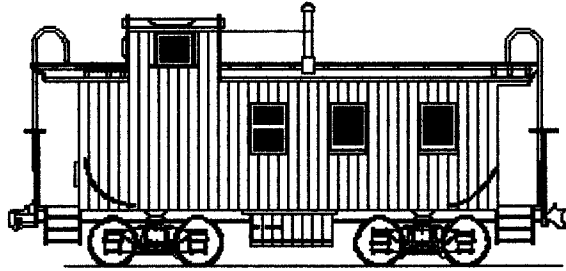
The Finance Committee shall fix its own time and place of meetings and shall follow the committee guidelines as set forth by the Town Council. Meeting times and locations shall be advertised to the community at large on the Town's official web site. Committee minutes shall be posted within 30 days to the Town's official web site.

Approved by the Town Council on _____, 2006.

Mayor Tom Peterson, Town of Clifton, VA

EX. 3

at the request of the Town Council



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, January 2, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Public Hearing

A proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town.

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings
2. Report of the Treasurer
3. Reading of communication
4. Citizens' remarks
 - A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council. Each person wishing to address the Council shall, when recognized by the Mayor:
 - i. Give his name and address
 - ii. Direct his remarks to the Council and not to other citizens present
 - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.
 - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - D. The Mayor shall enforce this Subsection.
- 5.. Unfinished business. (The Councilperson making request is in parenthesis).
 - a. Buckley Park and Bridge cleanup and repair status (Wayne Nickum)- Update as to the progress that is being made.
 - b. Sale of Town Community Hall (Wayne Nickum) – Update on the negotiations
 - c. Inspection agreement renewal/extension County of Fairfax (Wayne Nickum)- Update
 - d. Power Plant noise (Chuck Rusnak) - Response has not been received from our letter to the power company regarding transformer noise. Need to discuss our next step.

- e. Town Committees (Chuck Rusnak) – Discussion of Mission Statements and goals, addition of a new member to the Arts Committee.
- f. Agenda minutes (Chuck Rusnak) – Assistance for assuring the minutes are distributed in a timely manner.
- g. Town Plan (Tom Peterson) – Update as to the development of the plan.
- h. Power line burial (Tom Peterson) – Update on the process.
- i. Award Resolutions previous Town Council (Tom Peterson) – Insuring the awards are distributed.
- j. Triangle renovation (Mike Anton) – Update

7. Reports of Committees, Planning Commission, and ARB

- a. Planning Commission
- b. ARB
- c. Fundraising, Grants, Franchise, & ISTEAC Committee
 - ☐ Legal Determination on VA Code 2.2-3701(Are the standing Committees considered “public bodies” with the meaning of the code.
 - ☐ Change to membership.
 - ☐ Validation of the Committee’s charter (draft).
- d. Beautification Committee – Update of Home’s Tour

8. New business

- a. Charter change for speed limit (Wayne Nickum) – Town Council vote.
- b. Caboose Plaza (Wayne Nickum) – Discussion about recently installed recognition plaque.
- c. Town property and signage (Lane Johnston) – Community Hall parking concerns, signage placed on town property, procedures and penalties.

Adjournment

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED December 29, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL, TOWN WEBSITE (www.cliftonva.us)

January 7, 2007

Representative Tim Hugo
P.O. Box 893
Centreville, VA 20122

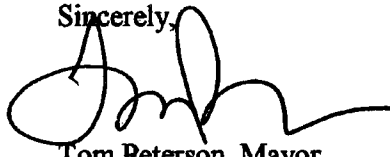
Dear Honorable Tim Hugo:

I wanted to forward the information on the proposed change to the Clifton Town Charter. The council held a public hearing at our last Town Council Meeting on January 2, 2007 where the change in our Town Charter was discussed and unanimously passed. Two notifications were published prior to the hearing, which are included with this letter.

There are many reasons to lower the speed limits through Clifton. The Town of Clifton would like the ability to determine the speed automobiles drive through our town.

Please let me know if you have any questions or concerns. On behalf of the residents of Clifton, I want to thank you for your assistance on this matter and for everything you do for our town.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Peterson', with a long horizontal flourish extending to the right.

Tom Peterson, Mayor

TP/mfa

Attachments:

**TOWN OF CLIFTON, VIRGINIA
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Town Council of the Town of Clifton at its meeting on **Tuesday, January 2, 2007 at 7:30 p.m.** in Town Community Hall will hold a public hearing to consider the following:

A proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town.

All interested parties are invited to attend the public hearing and express their views. A complete copy of the ordinance and of the proposed town charter change is available at the home of the Town Clerk, 7161 Main Street, Clifton, Virginia.

Carolyn S. Leetch, Town Clerk

December 20, 2006

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, January 2, 2007
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Mike Anton.

The Town Council Meeting was called to order at 7:30 p.m.

Public Hearing.

Tom Peterson opened public hearing, which was noticed in the Connection Newspaper on December 14, 2006, a copy of which is attached hereto as *Ex. 1*, regarding a proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town. Mike Anton stated that Tim Hugo will introduce the proposed town charter change to the State Legislature for us to have authority to set speed limits in the Town of Clifton, as recommended by the Traffic and Safety Committee. A copy of Proposed Town of Clifton Charter Amendment is attached hereto as *Ex. 2* and made a part of the minutes. There was one citizen comment from Jim Chesley regarding obtaining the new speed limit signs from VDOT. Tom Peterson made motion to close the public hearing, which was seconded by Lane Johnston. Passed unanimously.

1. Reading of minutes.

- a. Chuck Rusnak proposed three changes; i.e., 6(f.), after the word "report," add **on HVAC system at a later date**; 8(a.), after the word "and," insert **they recommended**; 8(d.), after the word "stated," insert **neighbors reported**, and after the word "pieces" insert **deposited at**, and delete the words, removed from. Mike Anton proposed a change to 6(l.), to delete entire sentence and replace with: **Mike Anton reported on the status of the triangle renovation. Met with Beautification Committee as well as Special Projects Committee regarding incorporating all Main Street in triangle renovation and will post comments on website.**
- b. Wayne Nickum made motion to approve minutes as corrected. Chuck Rusnak seconded. Passed unanimously.

2. Special Report on Dell Avenue Fire.

Tom Peterson moved to add report on fire to agenda. Seconded by Lane Johnston. Passed unanimously.

Paul Beardmore from the Clifton Fire Department reported on the fire on Dell

Avenue and recommended safety precautions for everyone regarding fire prevention. He stated there are two dry hydrants in the Town, one on Clifton Creek Drive and one on Chapel Street. He stated the one on Chapel Street does not function. Tom Peterson stated he spoke with Captain Hess from the Fire Department the evening of the fire and that he requested the Town's assistance in obtaining information on who is responsible for maintaining the dry hydrant on Chapel Street. Mr. Beardmore also stated a tanker truck is permanently at the Clifton Fire Station. He also stated Fairfax County tests the generator at the firehouse regularly and that the tank in the pit holds approximately 6-10K gallons of water which comes from a well. It was stated that Duane Nitz had suggested the town needs to have a seminar on fire prevention. Tom Peterson stated the Town should make sure testing of the dry hydrants is accomplished by whomever is responsible. Wayne Nickum moved to place this on next month's agenda. Tom Peterson seconded. Passed unanimously.

3. Treasurer's Report.

Marilyn Barton presented the financial report for month ending December 31, 2006 which included the Community Hall Report and FY 05 audited financial statement. Wayne Nickum made motion to approve treasurer's report. Seconded by Pat Layden. Passed unanimously.

4. Reading of Communications.

Tom Peterson stated he received a letter asking how to purchase vehicle tags.

5. Citizens' remarks.

A. Sheldon Hofferma offered his property at Chapel Road and Water Street as a possible site for the old Crouch School. Pat Layden stated he thought the Historic Preservation Committee had secured a site.

B. Mike O'Connell introduced himself as editor of the Fairfax Station/Clifton Connection Newspaper and that October 5, 2006 the border was moved to include Clifton in his jurisdiction; he also left business cards. He stated Steve Hibbard is still editor of the Centreview and that would not change. Amber Healey covers the Town Council and Clifton social events. He stated Clifton would have equal coverage in the Centreview and Connection.

C. Larry Hensel invited the Town to attend the January 21, 2007 Clifton Presbyterian Church dedication ceremony at 3:00 p.m., with reception to follow.

6. Unfinished Business.

A. Buckley Park and Bridge Cleanup and Repair Status.

Wayne Nickum stated trees need to be cut soon; Lane Johnston stated it must be completed by January and that debris cleanup deadline is January

24, 2007. We have 18 months to complete project. She stated contractor bids would be scheduled and we would hire inspector separately. Bids will be presented to the Town Council for approval. Lane Johnston stated application to FEMA must be in by the end of February.

B. Sale of Town Community Hall.

Mike Anton stated he and Pat Layden have been working daily and met with outside people regarding this project. He said the Letter of Intent stated there was a 45-day limit which is January 18, 2007 and suggested the need for a 45-day extension. Tom Peterson made motion to authorize extension of negotiation date to March 7, 2007 if agreed by Royce Jarrendt. Seconded by Pat Layden. Passed unanimously.

C. Building Inspection Agreement Renewal/Extension.

Chuck Rusnak reported no progress. Tabled.

D. Power Plant Noise.

Chuck Rusnak stated no response to Dominion Power letter. Pat Layden stated he wrote a letter and will call the power company and Public Utility Commission and possibly request the name of the attorney who represents Dominion Power. Pat Layden will report on this at the next Town Council meeting.

E. Town Committee Mission Statements and Goals.

Tabled.

F. Agenda minutes.

Withdrawn.

G. Town Plan.

Tabled.

H. Power Line Burial.

Mike Anton reported that Cox will begin burying cable lines and conduits on Main Street, Ayre Square and across Chapel Street and that it takes about one week to complete. It will be done in the early morning with no road closure needed. Cox will bury their own cable plus two others for Verizon and that eventually phone cable will be in there also with Cox first and Verizon after. He said the power lines are on the other side of the street on the same side as Heart in Hand Restaurant.

I. Award Resolutions.

Tom Peterson stated must ascertain that awards are distributed and that plaques were approved by the previous town council. Chuck Rusnak said he

would find a vendor to make plaques. Chuck Rusnak and Tom Peterson will work on this. Wayne Nickum stated it could be plaque or certificate.

J. Triangle Renovation.

Mike Anton stated Special Projects Committee is attempting to create plan, such as brick sidewalks, underground power lines and that CBA and VDOT agreed to budget, and he will discuss with Bill Ference and VDOT to get more input. He said he will meet with VDOT this month and that the triangle is separate from Main Street. He also stated VDOT indicated progress must be shown in order to appropriate funds.

7. Reports of Committees.

A. Lane Johnston stated no Planning Commission meeting; therefore, no report

B. No report of ARB.

C. a. Mike Anton said he gave Town Council view and assisted with **Finance Committee Charter** when they met November 27, 2006 and submitted charter to Town Council for approval. After discussion, Mike Anton made motion to approve Finance Committee Charter and add that **"at the request of the Town Council"** be added after "More specifically," in last sentence of second paragraph of the Finance Committee Charter, which is attached as *Ex. 3* and made a part of these minutes. Seconded by Wayne Nickum. Passed unanimously.

b. Wayne Nickum made motion to develop a process to get expense and revenue data from the various committees for budget input, so that the Finance Committee can project over five years. Seconded by Mike Anton. Passed unanimously.

c. Wayne Nickum moved to change the name of Fundraising, Grants, Franchise & ISTEAC Committee to the **Finance Committee**. Seconded by Mike Anton. Passed unanimously.

D. Beautification Committee.

Jennifer Chesley stated the Homes Tour grossed \$7,000 and netted \$6,500. She also stated that the Lustman's home had been on the Homes Tour and that they had requested that if anyone took any photos of the interior, they would appreciate having copies.

E. Communications Committee.

Chuck Rusnak stated the web server invoice needs to be paid. He made motion to extend the web server contract for one year with same host server

at \$59.95 per month, to be paid annually, in January. Seconded by Wayne Nickum. Passed unanimously.

8. New Business.

A. Charter change for speed limit.

Wayne Nickum made motion to approve charter change as advertised. Pat Layden seconded. Passed unanimously.

B. Caboose Plaza.

Wayne Nickum stated a monument for Jim Chesley had been erected at Caboose and also stated that minutes of June 6, 2006 did not reflect where the plaque was to be placed and there had been no approval for the wording. Lane Johnston made motion to remove and store monument until issue is resolved and discussed with the Architectural Review Board. Seconded by Wayne Nickum. Tom Peterson said he was against removal of the monument but was for referring the issue to the Architectural Review Board. Mr. Chesley passed around to Town Council members a resolution that he said was a part of the June 6, 2006 minutes which gave him the right to erect the monument. When Wayne Nickum stated the minutes did not refer to an attachment, he was told by Jim Chesley to "shut up." The Town Clerk was asked if the minutes which were approved by the current Town Council reflected the attachment. She said no. Lane Johnston withdrew the earlier motion and made motion to move the plaque to Ayre Square. Wayne Nickum stated the Earl Lee plaque was at Ayre Square and that the issue is where to place the Chesley plaque and that the Town needs a designated area for plaques. Mrs. Chesley stated the caboose would not be there if not for Jim Chesley. Pat Layden said the process of previous town council was not followed. Steve Effros said this is what has been tearing the town apart and that Mr. Chesley should be allowed to place the plaque where he wants. Tom Peterson said he wants to do the right thing. Lane Johnston rescinded the motion. There was no resolution. The Town Clerk asked if the minutes from June 2006 are inaccurate since they do not refer to the resolution.

C. Community Hall Parking.

Lane Johnston stated there are only six parking spaces at Community Hall. Wayne Nickum suggested the patrons be encouraged to park at the caboose or on Main Street.

Wayne Nickum made motion to adjourn at 10:25 p.m. Seconded by Tom Peterson. Passed unanimously.

Subj: **Power Plant Noise**
Date: 1/7/2007 1:42:02 PM Eastern Standard Time
From: pjlayden@verizon.net
To: michael.anton@cox.net, chuckles3293@hotmail.com, lgjohnston@cox.net, clifnick@worldnet.att.net,
tommypclifton@aol.com, lampbulb@aol.com, pjlayden@verizon.net
File: **PowerStationNoisetoDPWR110206.zip** (7345 bytes) DL Time (49333 bps): < 1 minute
Sent from the Internet (Details)

Team,

Here's an update on my discussions with Dominion Power last week. Attached are two documents. Letter we sent around 11/02/06, one page. Letter that was emailed to me 01/04/07 from Dominion, two pages. Hard copy sent to Mayor last week. Tom, when you get the hard copy in the mail, I would like a copy.

They said they sent a response to Mayor around 11/17/06. The content of the 11/17/06 letter is identical the one I received on 01/04/07.

Review what we sent and what we received. They answered all our questions. I will prepare a response to the letter this week. At a minimum I think we should be more pro actively involved with what they are doing at the substation. For example:

- 1.Be invited/ attend meetings they have with local community groups
- 2.Ask for a copy of consultants report on noise mitigation / plans
- 3.What their immediate / long term growth/ modifications plans are for the site

Please provide me with any additional bullet items you would like in the letter no later than Wednesday 01/10/07

Thanks,

Pat

November 17, 2006

The Honorable Thomas Peterson
Mayor, Clifton VA
12640 Chapel Road
PO Box 309
Clifton, VA 20124-0309

Dear Mayor Peterson:

Thank you for the November 2, 2006 letter requesting information pertaining to Dominion's Clifton Substation due to concerns expressed by neighboring residents regarding "audible noise" levels. Local Dominion personnel have been aware of the concerns expressed in your letter and have participated in discussions, or corresponded with neighboring residents in recent months regarding this matter.

In response to your specific questions, please accept the following:

1. The low frequency sound emissions from this substation are generated by six single-phase 500-230kV transformers.
2. Any sound emitted by the transformers should be present continuously.
3. Future changes that may occur at this substation, including load level increases or reductions, will not appreciably affect the sound level.
4. The sound emission levels have been measured, and were found to be within Fairfax County's required limits. There are no State or Federal noise requirements applicable to this facility.

In regard to your last question, we are presently evaluating the feasibility and practicality of any known noise mitigation techniques that may be of value in this application. To further this effort, we are obtaining a consultant to conduct further evaluations, with an expectation that their report will be finalized by late March 2007.

On September 25, 2006, Dominion personnel met with neighboring residents and shared that, even though the substation is operating within local sound level requirements, their concerns are understandable. In this regard, they, as well as Mr. Robert Krajesky, are aware that mitigation measures are being evaluated, and that they will continue to be apprised of the progress of the continuing effort.

Again, thank you for your letter and allowing us an opportunity to respond to the concerns expressed. Should you have further questions, however, please feel free to contact Randy Reynolds at 804 257 4975.

Sincerely,

John D. Smatlak
Vice President Electric Transmission

This is the letter that was sent out again yesterday to Mr Peterson. This version should be identical except it is not printed on John Smatlak's letterhead.

(See attached file: Clifton_Letter to Mayor_draftII.doc)

Thanks,

Bob McGuire
Office Phone 804 819-2429
Fax 804 819-2343
Cell Phone 804 641-0426
Dominion

RECEIVED 010407 PJLAYDEN

November 2, 2006

Mr. John Smatlak
Vice President, Electrical Transmission
Dominion Power
120 Tredegar Street
Richmond, VA 23219

Dear Mr. Smatlak,

The purpose of this letter is to request information regarding the operation of your electrical power substation in the vicinity of the Town of Clifton, Virginia.

Our specific concern is the audible noise that is being emitted beyond the fenced in area of the substation. It appears to be a loud low level frequency noise that is present at all hours of the day and night.

To help us understand the environmental impact, please provide answers to the following five questions?

1. What equipment at the substation is generating this noise?
2. Is the noise present twenty-four hours a day, seven days a week?
3. As additional equipment is added to the substation in the future, will this increase the audible level of this noise?
4. Is the emission level of the noise beyond the sub station below Federal, State and Fairfax County requirements?
5. Do you have any plans to mitigate the present noise level and any further increase that may occur in the future?

Your timely response to this letter would be appreciated. I thank you in advance your assistance and help.

If you have any questions regarding this letter, please contact me by phone at 703.XXX.XXXX or email at XXXXXXXX.

Sincerely,

Mr. Thomas Peterson
Mayor - Clifton VA
12640 Chapel Road
PO Box 309
Clifton, VA 20124-0309

cc - Mr. Patrick J. Layden, Member Clifton Town Council

Subj: January Minutes
Date: 1/5/2007 1:22:57 PM Eastern Standard Time
From: michael.anton@cox.net
To: Lampbulb@aol.com
CC: tommypclifton@aol.com
Sent from the Internet (Details)

I spoke to Tim Hugo's office. Is there any way we could get a shortened version of the town minutes over the weekend? Legislation about our Town Charter is being introduced next week. It is slated for the first day. They would like the minutes, the public notice (which I have from Wayne) and the Agenda. I will draft a letter from Tom and FedEx it out as soon as you can get a copy of the minutes. It does not have to go into great detail. The most important points are the public hearing and the vote to change the charter.

Thanks, Mike

-----Original Message-----

From: Lampbulb@aol.com [mailto:Lampbulb@aol.com]
Sent: Wednesday, January 03, 2007 7:06 AM
To: CLIFNICK@worldnet.att.net; Mayorofcliftonva@aol.com; michael.anton@cox.net;
lgjohnston@cox.net; pjlayden@verizon.net; crusnak@cox.net
Subject: Custodian of records

I, as Town Clerk, am responsible for keeping a complete set of records. Had the town clerk in the past done this, the current council would not be at a loss for knowing past events concerning the Town Council.

It is my impression that, when a Town Council member writes a letter, such as to VDOT, etc., I should be given a copy of that letter. Likewise, when the Mayor relates letters he has received, I should receive a copy of that for the record. Jim Chesley told me last evening that he had given Tom a complete set of resolutions which were passed while he was in office. I should have those to file in each month's minutes folders. Had I had those last evening, it would have saved a lot of time.

I would like also to bring up a question. If a resolution is passed at a TC meeting, should it not be referred to in the minutes, as attached and made a part of the minutes?

It is also my impression that I should receive each month a copy of the committee's reports for the previous month. Those were being given to me initially, but I do not receive them now.

My goal is to keep good records. If they are strewn about amongst several people, it is impossible to keep a complete record, and I believe it should be kept in one place.

I would like to receive, since this TC took office, all the letters the Mayor has received, copies of all letters TC members have written, such as the one to VDOT, and those resolutions that Jim Chesley gave to Tom.

I believe each month's written occurrences should be kept in one place, and that is with the town clerk. And last night is a perfect example of why I should be the keeper of the records, to have them in one place. Also, I think the question of referring to an attachment in the minutes when there is a written resolution at a TC meeting should be addressed. Had the minutes from June

2006 referred to an ATTACHED resolution, we would have known something was missing. The way it was done in June, anyone could word a resolution after the fact (not that this was done) any way they wanted; I believe the passed components of that resolution should be in the actual minutes themselves, or referred to as an ATTACHMENT. Also, should those resolutions have a statement, such as, this resolution is incorporated and made a part of the official minutes for that month?

Thank you very much for your input.

Carolyn

**TOWN OF CLIFTON, VIRGINIA
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Town Council of the Town of Clifton at its meeting on **Tuesday, January 2, 2006 at 7:30 p.m.** in Town Community Hall will hold a public hearing to consider the following:

A proposed town charter change for the Town of Clifton, Virginia to allow the Town the power to set and enforce speed limits that it deems appropriate within the corporate limits of the town.

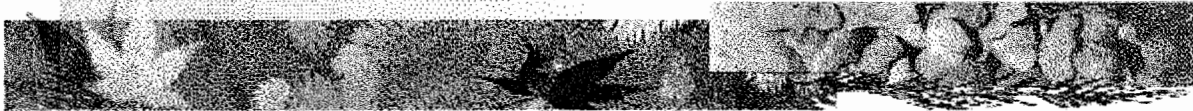
All interested parties are invited to attend the public hearing and express their views. A complete copy of the ordinance and of the proposed town charter change is available at the home of the Town Clerk, 7161 Main Street, Clifton, Virginia.

Carolyn S. Leetch, Town Clerk

December 20, 2006

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, January 01, 2007 4:34 PM
To: Mayorofcliftonva@aol.com; clifnick@worldnet.att.net; Mikefanton@aol.com; chuckles3293@hotmail.com; lgjohnston@cox.net; pjlayden@verizon.net; Lampbulb@aol.com; ghampshire@blankeith.com
Cc: Barton, Marilyn
Subject: Dec 06 Treasurer's Report
Importance: High



Hello all and Happy New Year!

I hope you all have enjoyed these blessed holidays and I wish you all a wonderful 2007 ahead.

Attached are the financial reports for the period ended December 31, 2006. A few items to note:

- ~ We will be transferring funds to maximize our investment returns this week. I will send a separate notification to you at that time.
- ~ I entered an accounts payable for \$3,630 due to Blankenship & Keith for November 2006 services. This check will be issued this week.
- ~ The Town has a credit balance on its NoVec accounts of about (\$775), most of which is the Community Hall account. This offsets the reported year-to-date electric expense at 12/31/06.

Please let me know if you have questions or need more information.

Hope to see you all smiling tomorrow night at the meeting.

;o)
Marilyn

Town of Clifton
Balance Sheet
As of December 31, 2006

Dec 31, 06

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	3,409.67
Investments-LGIP	206,467.11
UBS Investment	203,556.65
Investments - SunTrust	
CPC PC Escrow Fund	1,033.15
Haunted Trail Funds	6,863.76
Playground Reserve Fund	5,348.82
Investments - SunTrust - Other	41,302.46
Total Investments - SunTrust	<u>54,548.19</u>

Total Checking/Savings 467,981.62

Accounts Receivable

Accounts Receivable

BPOL Receivable	1,655.34
Due from CLC LLC Escrow Acct	(130,591.58)
Sales Tax Receivable	3,274.94
Accounts Receivable - Other	6,842.94
Total Accounts Receivable	<u>(118,818.36)</u>

Total Accounts Receivable (118,818.36)

Other Current Assets

Other Current Assets

Undeposited Funds	(937.45)
Total Other Current Assets	<u>(937.45)</u>

Total Other Current Assets (937.45)

Total Current Assets 348,225.81

Fixed Assets

Fixed Assets

Buckley Park Bridge	18,233.45
Buildings	
Caboose	52,885.18
Old Town Hall	13,141.90
Buildings - Other	11,353.56
Total Buildings	<u>77,380.64</u>

Caboose Plaza	35,040.00
Equipment	24,963.96
Improvements	1,783.43
Land	
NVCT-No Va Conservancy Trust	80,665.00
Land - Other	53,987.30
Total Land	<u>134,652.30</u>

Town of Clifton
Balance Sheet
As of December 31, 2006

	<u>Dec 31, 06</u>
Main St. Bridge	6,338.00
Playground Equipment	14,142.22
Real Estate Owned-HUD Homes	598,493.69
Sidewalks	45,733.00
Total Fixed Assets	<u>956,760.69</u>
Total Fixed Assets	956,760.69
Other Assets	
Accumulated Depreciation	
Buildings	(35,623.00)
Equipment	(28,064.00)
Improvements	(79,805.00)
Total Accumulated Depreciation	<u>(143,492.00)</u>
Investment in Fixed Assets	<u>(134,110.00)</u>
Total Other Assets	<u>(277,602.00)</u>
TOTAL ASSETS	<u>1,027,384.50</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,250.31
CPC Escrow Fund Balance	1,033.15
Total Accounts Payable	<u>8,283.46</u>
Other Current Liabilities	
Accrued Interest on Mortgages	11,924.00
Due to CLC LLC Escrow Acct	(155,921.89)
Mortgages Payable-HUD Homes	611,900.00
Payroll Liabilities	
FICA	(841.50)
Total Payroll Liabilities	<u>(841.50)</u>
Total Other Current Liabilities	<u>467,060.61</u>
Total Current Liabilities	<u>475,344.07</u>
Total Liabilities	475,344.07
Equity	
Opening Bal G.F. Equity	186,808.66
Retained Earnings	366,141.50
Net Income	(909.73)
Total Equity	<u>552,040.43</u>
TOTAL LIABILITIES & EQUITY	<u>1,027,384.50</u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 1, 2006 through January 1, 2007

	Jul 1, '06 - Jan 1, 07	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	7,498	3,016	4,482	249%
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	7,778	7,540	238	103%
Total Community Hall Revenues	7,778	7,540	238	103%
Grants				
Federal				
FEMA	30,873	40,215	(9,342)	77%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	10,054	(10,054)	0%
SAFET-LU Grant - Other	0	40,215	(40,215)	0%
Total SAFET-LU Grant	0	50,269	(50,269)	0%
Transportation Project-Trails				
Town Match-Trails	0	5,127	(5,127)	0%
Transportation Project-Trails - Other	0	25,637	(25,637)	0%
Total Transportation Project-Trails	0	30,764	(30,764)	0%
Federal - Other	0			
Total Federal	30,873	121,248	(90,375)	25%
Other				
CBA Grant	0	3,016	(3,016)	0%
Donations	0	100,538	(100,538)	0%
Total Other	0	103,554	(103,554)	0%
State				
Fire Program Funds	0	0	0	0%
Total State	0	0	0	0%
Total Grants	30,873	224,802	(193,929)	14%
Haunted Trail Event	0	0	0	0%
Homes Tour	7,459	6,400	1,059	117%
HUD Homes	0	0	0	0%
Other Income	2,300	0	2,300	100%
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	10,054	(10,054)	0%
S.R. - Litter Control Grant	1,000	0	1,000	100%
Tax and Permits Revenue				
FEMA - Buckley Park	0	3,200	(3,200)	0%
Franchise Fees - Cox Cable	3,176	4,021	(845)	79%
ABC Profits	222	300	(78)	74%
ARB Permits	65	40	25	163%
BPOL tax	0	0	0	0%
BZA Fee	0	0	0	0%
Cigarette Tax	1,515	1,533	(18)	99%
Motor Vehicle Tags	2,236	5,800	(3,564)	39%
PC-Subdivision	0	0	0	0%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	5,891	9,628	(3,737)	61%
Use Permits	175	402	(227)	44%
Utility Consumption Tax	461	468	(5)	99%
Total Tax and Permits Revenue	14,935	27,090	(12,155)	55%
Total Income	71,843	279,552	(207,709)	26%

Town of Clifton
Profit & Loss Budget vs. Actual
July 1, 2006 through January 1, 2007

	<u>Jul 1, '06 - Jan 1, 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	1,500	1,500	0	100%
Town Treasurer	4,000	4,000	0	100%
Total Gross Wages	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>100%</u>
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	<u>0</u>	<u>842</u>	<u>(842)</u>	<u>0%</u>
Total Payroll Expenses	5,500	6,342	(842)	87%
Contractual				
Citizens' REcognition Fund	0	905	(905)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	101	(101)	0%
BZA	0	50	(50)	0%
Planning Commission	2,500	2,513	(13)	99%
Town Committees Expense	145	1,005	(860)	14%
Total Town Government	<u>2,645</u>	<u>3,669</u>	<u>(1,024)</u>	<u>72%</u>
Professional Fees				
Web site maintenance	0	1,206	(1,206)	0%
Professional fees - Other	0	1,508	(1,508)	0%
Accounting	7,431	15,000	(7,569)	50%
Legal Fees	11,072	4,021	7,051	275%
Special Counsel	760	1,508	(748)	50%
Total Professional Fees	<u>19,263</u>	<u>23,243</u>	<u>(3,980)</u>	<u>83%</u>
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	122	653	635%
Total Rent	<u>1,188</u>	<u>722</u>	<u>466</u>	<u>165%</u>
Town Facilities				
Beautification Comm.	1,302	2,136	(834)	61%
Buckley Park FEMA Cleanup	0	1,609	(1,609)	0%
Grounds Maintenance	1,062	754	308	141%
Town Hall Maintenance	411	2,513	(2,102)	16%
Town Office	0	2,463	(2,463)	0%
Office Equipment Expense	0	2,614	(2,614)	0%
Total Town Facilities	<u>2,775</u>	<u>12,089</u>	<u>(9,314)</u>	<u>23%</u>
Town Services				
Elections	0	0	0	0%
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	2,550	3,200	(650)	80%
Trash Collection	384	553	(169)	69%
Total Town Services	<u>2,934</u>	<u>9,753</u>	<u>(6,819)</u>	<u>30%</u>
UBS Investment Loss	909			
Utilities				
Gas and Electric	(990)	251	(1,241)	(394%)
Town Voice Mail	188			
Water	170	152	18	112%
Total Utilities	<u>(632)</u>	<u>403</u>	<u>(1,035)</u>	<u>(157%)</u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 1, 2006 through January 1, 2007

	<u>Jul 1, '06 - Jan 1, 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Dues and Subscriptions				
Conference Attendance	0	1,005	(1,005)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	176	(176)	0%
Total Dues and Subscriptions	<u>0</u>	<u>1,631</u>	<u>(1,631)</u>	<u>0%</u>
Caboose Expenses				
Caboose - Trentane Gas	96	126	(30)	76%
Caboose Electric	96	126	(28)	78%
Caboose Maintenance	82	151	(69)	54%
Total Caboose Expenses	<u>276</u>	<u>403</u>	<u>(127)</u>	<u>68%</u>
Community Hall Expenses				
C.H.-Cleaning	422	1,960	(1,538)	22%
C.H.-Equipment	143	201	(58)	71%
C.H.-General Maintenance	1,188	1,859	(471)	72%
C.H.-Management Fee	1,555	3,016	(1,461)	52%
C.H. - Electric	14,000	10,054	3,946	139%
C.H. Floors	1,000	100	900	1,000%
Total Community Hall Expenses	<u>18,308</u>	<u>16,990</u>	<u>1,318</u>	<u>108%</u>
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,052	2,900	(848)	71%
Legal Advertising	280	586	(286)	49%
Mayoral Reimbursement	42	251	(209)	17%
Miscellaneous	561	654	(93)	86%
Printing and Reproduction	144	151	(7)	95%
Total Contractual	<u>56,114</u>	<u>80,972</u>	<u>(24,858)</u>	<u>69%</u>
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	352	(352)	0%
Copies	19	25	(6)	76%
License Plates	829	855	(26)	97%
Miscellaneous	0	5,027	(5,027)	0%
Miscellaneous - Commodities	213	251	(38)	85%
Office Supplies	61	251	(190)	24%
Postage and Delivery	83	251	(168)	33%
Total Commodities	<u>1,205</u>	<u>7,012</u>	<u>(5,807)</u>	<u>17%</u>
CIF Expenses				
Comm Hall Equipment	0	2,011	(2,011)	0%
Comm Hall Improvements	9,930	9,048	882	110%
FEMA - Buckley Bridge Repair	0	40,215	(40,215)	0%
Signage	0	1,005	(1,005)	0%
Clifton Entrance Triangle	0	1,005	(1,005)	0%
CIF-Miscellaneous	0	100,538	(100,538)	0%
CIF-Playground Impr.	0	11,813	(11,813)	0%
CIF Cable Burial Undergrnd Util	0	3,519	(3,519)	0%
Total CIF Expenses	<u>9,930</u>	<u>169,154</u>	<u>(159,224)</u>	<u>6%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	25,637	(25,637)	0%
F.F. - Transp. Project-Land	0	0	0	0%
Fed Trans.Land - Town Match	0	0	0	0%
Total Fed Fund-Transportation Proj	<u>0</u>	<u>25,637</u>	<u>(25,637)</u>	<u>0%</u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 1, 2006 through January 1, 2007

	<u>Jul 1, '06 - Jan 1, 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
SAFET-LU Grant Administrator	0	10,054	(10,054)	0%
SAFET-LU Improvements	0	40,215	(40,215)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	<u>3</u>			
 Total Expense	 <u>72,752</u>	 <u>340,586</u>	 <u>(267,834)</u>	 <u>21%</u>
 Net Ordinary Income	 <u>(909)</u>	 <u>(81,034)</u>	 <u>60,125</u>	 <u>1%</u>
 Net Income	 <u>(909)</u>	 <u>(81,034)</u>	 <u>60,125</u>	 <u>1%</u>

Town of Clifton
Community Hall Report
July through December 2006

	<u>Jul - Dec 06</u>	<u>Jul - Dec 05</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	<u>7,777.75</u>	<u>6,229.75</u>
Total Community Hall Revenues	<u>7,777.75</u>	<u>6,229.75</u>
Total Income	<u>7,777.75</u>	<u>6,229.75</u>
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	421.78	0.00
C.H.-Equipment	142.65	116.55
C.H.-General Maintenance	1,188.39	939.00
C.H.-Management Fee	1,555.40	1,245.95
C.H. - Electric	14,000.45	5,875.21
C.H. Floors	1,000.00	0.00
Total Community Hall Expenses	<u>18,308.67</u>	<u>8,176.71</u>
Total Contractual	<u>18,308.67</u>	<u>8,176.71</u>
Total Expense	<u>18,308.67</u>	<u>8,176.71</u>
Net Ordinary Income	<u>(10,530.92)</u>	<u>(1,946.96)</u>
Net Income	<u>(10,530.92)</u>	<u>(1,946.96)</u>

Town of Clifton, Virginia

Presentation of 6/30/05 Audited Financial Statements

To the Honorable Mayor and Members of Town Council:

Please accept this outline as my presentation of the results of our audit of the Town financial statements as of June 30, 2005.

Thank you for the opportunity to work with the Town in catching up its audited financial statements for June 30, 2003 to 2006. Following I will present highlights and my comments on the financial statements.

I. Independent Auditor's Report – Page 1

- a. The audit was performed in accordance with Generally Accepted Auditing Standards and *Government Auditing Standards*, issued by the Comptroller General of the United States.
- b. Our opinion on the financial statements is unqualified. This type of opinion is the highest level of opinion that can be rendered for an audit.
- c. GASB #34 requires a Management Discussion and Analysis as supplemental information to the financial statements. We cannot draft this document and maintain our independence necessary to do the audit. All of our audits are Towns and do not have the staff necessary to prepare such a document, thus we disclose in paragraph 5 that it has not been included in the statements. This approach is how we have handled this for all of our clients and it does not impact our ability to issue an unqualified opinion on the financial statements.

II. Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit In Accordance With *Government Auditing Standards* – Page 3

- a. This report addresses our consideration of internal control over financial reporting and compliance. We do not audit internal controls or compliance, thus no opinion is expressed. We do state we noted no matters that we considered to be material weaknesses and we noted no issues of noncompliance required to be reported.
- b. The report references that we prepared a Management Letter giving our comments and suggestions as a result of our audit that do not impact our opinion.

III. Statement of Net Assets – Page 5

- a. This statement is a balance sheet for the Town on the accrual basis of accounting, which includes reporting capital assets net of depreciation just like a business does on its statements.
- b. Total assets of the Town decreased \$598,190. This decrease is mainly due to the HUD Homes Program being completed as of year end and thus there is no real estate owned.
- c. Total liabilities of the Town decreased \$620,476. This decrease is mainly due to due to the HUD Homes Program being completed as of year end and thus there are no mortgages outstanding.
- d. Net assets of the Town are up \$22,286.

IV. Statement of Activities – Page 6

- a. This statement is an income statement for the Town on the accrual basis of accounting.

- b. This format is unique to governments. The purpose of government is to provide services to the citizens, thus expenses are reported first and are offset by specific program revenues. The last column shows a deficit in total Governmental Activities of \$35,028, as there is on any government's statement. The deficit is funded by the Town's general revenues and the HUD homes program profits, which are shown on the bottom half of the page.
- c. The HUD program revenues are included under Special Items. We have shown the profit from house sales and the management fees paid to Commercial Lending Corporation. Special items are defined as unusual activities under the control of the Town.
- d. The Change in Net Assets (net income) amounted to \$22,286 for FY 05 vs. \$274,382 for FY 04 (Had \$290,654 profit from HUD Homes Program in FY 04 vs. \$28,832 in FY 05).

V. Balance Sheet – Governmental Funds – Page 7

- a. This statement is a balance sheet for the Town on the modified accrual basis of accounting. Only current assets and liabilities are included, thus the capital assets on the Statement of Net Assets do not appear here.
- b. Total assets of the Town are down \$590,538, mainly for the reason discussed in item III b above.
- c. Total liabilities of the Town are down \$620,476, for the same reason discussed in item III c above.
- d. Page 8 is a reconciliation of fund balance on this statement to total net assets on page 5.

VI. Statement of Revenues, Expenditures and Changes in Fund Balances – Page 9

- a. This statement is an income statement for the Town on the modified accrual basis of accounting. Capital assets purchased are expensed as acquired instead of being capitalized and depreciated as they are on the Statement of Activities.
- b. See Schedules 1 and 2 on pages 19 to 22 for a detail of revenues and expenditures.
- c. The net change in fund balance (net income) amounted to \$29,938 for FY 05 vs. \$280,466 for FY 04.
- d. Page 10 is a reconciliation of the net change in fund balance on this statement to the change in net assets on page 6.

VII. Notes to Financial Statements – Pages 11 to 17

- a. The notes to the financial statements provide detail explanation of accounting policies and supporting information for some of the line items in the financial statements.
- b. We prepared a note (Note 7 on page 16) on the HUD Homes Program as these are the most significant numbers in your statements.

VIII. Budgetary Comparison Schedules - Page 18

- a. This schedule is required supplementary information under GASB #34.

IX. Schedule of Revenues – Budget and Actual – Page 19

- a. This schedule provides the detail of revenues in Statement 4 on page 9.

X. Schedule of Expenditures – Budget and Actual – Page 21

- a. This schedule provides the detail of expenditures in Statement 4 on page 9.

We enjoyed visiting your Town and working with Marilyn. Please let me know if there are any questions or concerns regarding the audit. I can be reached by e-mail at awco@ntelos.net or telephone at (540) 886-2341.

Anderson, White & Company, P.C.
Andrew L. Cannaday, CPA

Subj: RE: Old Town Hall - Agreement of Sale
Date: 1/4/2007 5:47:39 PM Eastern Standard Time
From: ghampshire@blankeith.com
To: pjlayden@verizon.net
CC: michael.anton@cox.net, chuckles3293@hotmail.com, lgjohnston@cox.net, clifnick@worldnet.att.net, tommypclifton@aol.com, lampbulb@aol.com
Sent from the Internet (Details)

Pat

I will call Jim Fullerton, who has been acting as the lawyer for Royce in this matter. As discussed, I don't know that the Council really needs a formal extension document because Royce is free to walk away in any event. Still, it does not hurt for both parties to have a clear understanding. I would suggest just a simple letter of understanding that the parties are continuing to work in good faith towards the negotiation of a contract outside the 45 day period set forth in the letter of intent.

I hope to get you and Mike, as the designated committee members, a new draft of the agreement following our meeting on the 27th. I am in Richmond tomorrow so it is likely to be next week.

Giff

-----Original Message-----

From: pjlayden@verizon.net [mailto:pjlayden@verizon.net]
Sent: Thursday, January 04, 2007 5:15 PM
To: Gifford Hampshire
Cc: michael.anton@cox.net; chuckles3293@hotmail.com; lgjohnston@cox.net; clifnick@worldnet.att.net; tommypclifton@aol.com; lampbulb@aol.com; pjlayden@verizon.net
Subject: Old Town Hall - Agreement of Sale

01/04/07

Mr. Gifford Hampshire
 Attorney - Town of Clifton, VA

Giff,

RE: Old Town Hall - Agreement of Sale

The purpose of this memo is to request an extension of the 45-day period mentioned in item 6 of the Letter of Intent dated October 25, 2005.

At our Town Council meeting on Tuesday 01/02/07, Mike and I reported on the progress made regarding the Towns response to the Agreement of Sale document received on 12/05/06. We will not be able to make the 45-day end of period on 01/18/07.

The Town Council approved a motion to request an extension of 48 days taking us to 03/07/07.

As discussed, all communication between the Town and Lexington Group L.L.C., regarding the Agreement of Sale should be between you and Royce and/or his attorney.

Thursday, January 04, 2007 America Online: Lampbulb

Will you establish the communication link with L.L.C. and convey our request.

Contact Mike or me if you have any questions.

Thanks,

Pat

Subj: **Old Town Hall - Agreement of Sale**
Date: 1/4/2007 5:15:18 PM Eastern Standard Time
From: pjlayden@verizon.net
To: ghampshire@blankeith.com
CC: michael.anton@cox.net, chuckles3293@hotmail.com, lgjohnston@cox.net, clifnick@worldnet.att.net, tommypclifton@aol.com, lampbulb@aol.com, pjlayden@verizon.net
Sent from the Internet (Details)

01/04/07

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Attorney - Town of Clifton, VA

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Pat