

**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, February 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Council Members Present:

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

Other Officials Present: Gifford Hampshire, Town Attorney, Marilyn Barton, Town Treasurer

Order of business:

1. **Reading of minutes of last regular meeting – Motion:** Wayne Nickum moved to approve the Minutes of the January 2, 2007 Town Council Meeting as submitted. Lane Johnston seconded the motion and it was unanimously approved.
2. **Report of the Treasurer –** Marilyn Barton, Treasurer, provided an overview of the Treasurer's Reports for the period ended January 31, 2007 as submitted to the Town Council. She reported on transfers made in January that resulted in cash balances of \$13,300 in the SunTrust Checking, \$150 in the SunTrust Savings, \$256,467 in the LGIP Fund, and \$203,556 in the UBS Fund at month end. Fiscal year to date income was reported as \$88,349, less YTD expenses of \$78,378, resulted in net income of \$9,971 as of January 31, 2007. Other reports provided were the Community Hall Report and a supplemental report of legal expense. **Motion:** Wayne Nickum moved that a reclassification be made of 75% of the \$3,187 expended on the Buckley Park FEMA Cleanup be reclassified from the Federal FEMA Grant funds received to the FEMA Buckley Park Revenue account. Lane Johnston seconded the motion and it was unanimously approved. **Request:** Mike Anton requested that the Town Treasurer propose a plan for how the Town could audit the BPOL returns for accuracy, suggesting that 10% of the returns be audited. Marilyn Barton agreed to contact Fairfax County to inquire what their auditing process and procedures are and report back to the Town Council at the next meeting.
3. **Reading of communication –** Tom Peterson, Mayor, read correspondence addressed to the Town Council. Giff Hampshire reported on communication requesting a Town Council resolution to appoint members to the Board of Zoning Appeals. **Motion:** Wayne Nickum moved that the current list of BZA members be recommended to the County. The motion was duly seconded and unanimously approved.
4. **Motions to Add Agenda Items –** Tom Peterson reported that he has received complaints concerning the impact of parking overflow from the Community Hall and moved to add this as an agenda item. Wayne seconded the motion and it was unanimously approved. Mike Anton moved to add Committee Team Negotiation to the agenda. Pat Layden seconded and the motion was unanimously approved. Larry Hensle, on behalf of the Clifton Presbyterian Church, requested that use of the Town's overhead wire for signage to advertise the Annual Spaghetti Dinner on March 10th be added to the agenda. Tom Peterson made the motion to add this to the agenda. Pat Layden seconded the motion and it was unanimously approved.
5. **Citizens' Remarks –** Michelle Stein announced the CBA Town Birthday Party Pot Luck with St Patrick's Day theme to be held on Saturday, March 17th. Emmi Holmes reported on behalf of the

Clifton Horse Society that they are interested in working with the Town to remove the large tree from the Horse Trail at the far end of the park. After discussion, Lane Johnston suggested deferring this to the Park Committee for recommendation to the Town Council. **Town Council Appreciation Award:** Chuck Rusnak asked Lev Buller to come forward to accept an Appreciation and Recognition Award, stating that the Town Council expressed its gratitude for his service as a member from 2004 – 2006.

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7. Reports of Committees, Planning Commission, and ARB

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- i. **Team Membership and Committees** – Mike Anton reported a need for special guidelines for special teams (i.e. The Negotiation Team) in the areas of membership, documentation and communication. Steve Effros clarified that Negotiation Teams and their Consultants negotiate the contract and present it to the Town Council for decision. Giff Hampshire clarified that the closed Executive Session is comprised of Council Members only with Legal Council and that the Executive Session can request information from people with expertise on the issue being addressed. It was further clarified that all documentation is confidential. Questions should be referred to the Team or Committee.
- j. **CPC's Request for Approval to Post Sign/banner** – Larry Hensle, on behalf of the CPC requested the Town Council's approval to post a sign or banner two weeks before and one week after on the over street wire to advertise an event. **Motion:** Tom Peterson moved to approve the request. Wayne Nickum duly seconded and the motion was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Chuck Rusnak duly seconded the motion and it was unanimously approved.

The Town Council meeting was adjourned at approximately 10:45 p.m.

Minutes were prepared by Marilyn L. Barton, Town Treasurer, acting Clerk.

MINUTES
CLIFTON TOWN COUNCIL MEETING
Sunday, February 11, 2007
7150 Main Street
Clifton, VA 20124

Council Members

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

The Town Council Meeting was called to order at 1:00 p.m.

Executive session

a. Motion made by Wayne Nickum, seconded by Pat Layden, to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. Passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made by Wayne Nickum, seconded by Tom Peterson, that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Passed unanimously.

Motion made by Wayne Nickum and seconded by Tom Peterson to adjourn at 3:54 pm. Passed unanimously.



Celebrate Earth Day in 2007 by Making Clifton Greener !

How? — Just make the switch to Shaklee's earth-friendly household cleaners.

For every Get Clean Starter Kit purchased,

\$20 will be donated to the Town of Clifton Landscape Fund!

Plus, one tree will be planted along Clifton Creek.

Typical household cleaners contain toxic chemicals that not only pose potential poisoning threats to our families but also harm the environment once they leave our homes. The average home generates 25 pounds of toxic, hazardous waste each year. More than 9 out of 10 poison exposures occur at home, with household products. Women who work at home have a 54% higher death rate from cancer than women who work outside the home. The State of Maryland has introduced legislation to ban detergents with phosphates because of their negative impact on the Chesapeake Bay and its wildlife.

Get Clean is smart for the planet:

- Get Clean products contain no hazardous chemicals, so when they leave your house they don't pollute the environment. And they're biodegradable.
- The Get Clean starter kit eliminates 108 pounds of packaging waste and 248 pounds of greenhouse gas. It's like planting 10 trees! And this Earth Day, we'll celebrate your contribution to the environment by planting a tree along Clifton Creek.

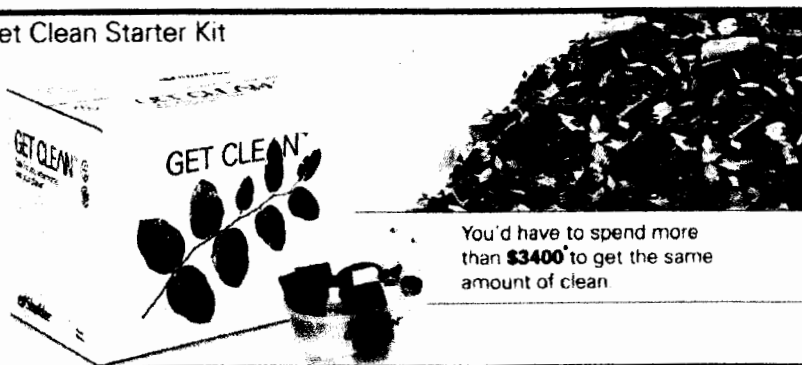
Get Clean is smart for your family:

- In clinical trials, Get Clean was proven to clean as well or better than typical cleaners.
- Unlike most household cleansers, Get Clean products are nontoxic.
- Get Clean products contain no hazardous chemicals.

Get Clean is smart for your wallet:

- The Get Clean starter kit, which costs \$154.45, contains cleaning power that would cost over \$3,400 in other "traditional" cleaners.

Get Clean Starter Kit



You'd have to spend more than **\$3400** to get the same amount of clean.

Get smart about cleaning ...
Get Clean !

**Kit Includes
27 items**

Included in the Starter Kit



Order Form:

Get Clean Starter Kit

\$154.45 + S/H + VA sales tax 5%

Final Price PER Starter Kit **\$177.92**

Get Clean Products included in Starter Kit:

- Basic H2 Organic Super Concentrated Cleaner 16 oz.
- Basic H2 Organic Super Concentrated Wipes 35 count
- Nature Bright® Laundry Booster & Stain Remover 32 oz.
- Scour Off™ Heavy-Duty Paste 9 oz.
- Hand Wash 32 oz.
- Dish Wash Concentrate 16 oz.
- Dish Wash Automatic Concentrate 32 oz.
- Fresh Laundry Concentrate 32 oz. (Liquid)
- Soft Fabric Concentrate 32 oz.
- Soft Fabric Dryer Sheets 80 count
- Hand Wash Decorator Dispenser (2)
- Dish Wash Automatic Concentrate Dispenser (container)
- Nature Bright Dispenser (container)

Get Clean Caddy

(comes with Starter Kit) includes:

- Spray Bottles (2) pre-labeled - All-Purpose & Windows and Mirrors
- Basic H2 Full Strength Dispenser Bottle w/Dropper Tip (1)
- Pump for 32 oz. bottle (2)
- Laundry Measuring Scoops (2)
- Dual Measuring Spoon (1)
- Cleaning Accessories (4)
 - ✓ Super Microfiber Cleaning Cloth
 - ✓ Super Microfiber Window Cloth
 - ✓ Super Microfiber Dish Sponge
 - ✓ Super Miracle Scrubber Pad



Earth Day is April 22, 2007

Help make a difference in the health of our planet, our people (and your wallet)! **Get Clean!**

\$20 of EVERY Get Clean Starter Kit
will be donated to the
Town of Clifton Landscape Fund!

To celebrate Earth Day & help make Clifton greener by ordering a **Get Clean Starter Kit** join us in Ayre Square on Earth Day – Sunday, April 22nd – from 10 am – 2 pm.

Or return this order form with payment by April 23rd to:
Trish Robertson, 7222 Dell Avenue, Clifton, VA 20124

Name: _____

AM Phone: _____ PM Phone: _____

Email: _____

Credit Card #: _____ exp: _____

Name on Card: _____

Signature: _____ Date: _____

Quantity: _____ Total Due: \$ _____ (final price \$177.92 each)

Credit Card or Debit/Check Card preferred.

If paying by check, please make payable to Trisha Robertson.

Check # _____

Clifton Community Yard Sale



Saturday, April 28th
8 am-2 pm



7144 Main Street
Behind the Clifton Coffee Mill



Antiques, household items, books,
furniture, kid/baby stuff, collectibles.

If you're interested in selling, spaces are available for \$15 and tables for an additional \$5 – which will go toward advertising the sale and for the Clifton Playground Fund. We all have extra things that we're no longer using. Why not reduce your clutter and make a little extra fun-money. Or if you don't want to sell your things at the sale, but you'd like to clean out your house/garage/shed ... we'd love to sell your donated items to benefit the Playground Fund.

Contact Trisha Robertson (703)815-0992 or rtrishr@gmail.com
for more information about reserving a space and/or making a donation.

Rain date: Sunday, April 29th

Marilyn Barton

From: "lgjohnston" <lgjohnston@cox.net>
To: "marilyn barton" <pawsnfins@cox.net>
Sent: Tuesday, March 06, 2007 1:53 PM
Subject: Fw: Minutes drafted for 2/6/07

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

From: lgjohnston
To: Marilyn Barton
Sent: Tuesday, February 27, 2007 10:21 PM
Subject: Re: Minutes drafted for 2/6/07

- Marilyn -- you did an excellent job on the minutes and they are a lot of work. I have no recollection of who seconded motions, even ones I might have seconded, so I do not know how to help you there. Perhaps others will recall what they did!
- At the top of page 2 when you talk about Emmi's tree removal, I suggest you say "remove a large tree blocking the horse trail at the far end of Buckley Park."
- I think Dwayne Nitz is the proper spelling not "Dwane Nitts"
- Under the Planning Commission report, page 2, it is "Lustman" not Lusman
- On page 3, under Signage you have a recommendation by me on signage, which probably should be moved to the last sentence of section d., the following paragraph, which addresses the subject of the roll of honor

Lane

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

From: Marilyn Barton
To: pjlayden@verizon.net ; Nickum, Wayne (OCFO) ; Mikefanton@aol.com ; Mayorofcliftonva@aol.com ; lgjohnston@cox.net ; ghampshire@blankeith.com ; crusnak@cox.net ; clifnick@worldnet.att.net
Cc: 'Barton, Marilyn'
Sent: Sunday, February 25, 2007 7:50 PM
Subject: Minutes drafted for 2/6/07



Hello everyone,

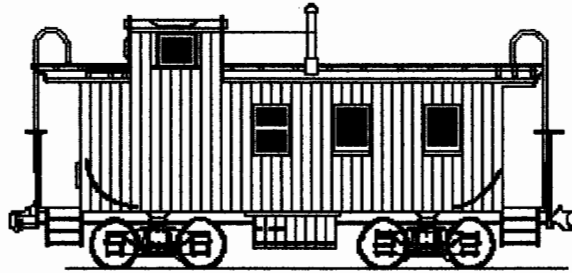
Attached are the drafted Minutes for your review and edit. Please reply with your input by Friday, 3/3/07 or sooner. Your input and help will be appreciated. I want you to know that

3/6/2007

the commitment of time for this is significant - we should always express our appreciation to the Town Clerk for capturing and recording the Town Council's dedication and hard work!!
whew!!

Thank you!

Marilyn



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- i. **Team Membership and Committees** – Mike Anton reported a need for special guidelines for special teams (i.e. The Negotiation Team) in the areas of membership, documentation and communication. Steve Effros clarified that Negotiation Teams and their Consultants negotiate the contract and present it to the Town Council for decision. Giff Hampshire clarified that the closed Executive Session is comprised of Council Members only with Legal Council and that the Executive Session can request information from people with expertise on the issue being addressed. It was further clarified that all documentation is confidential. Questions should be referred to the Team or Committee.
- j. **CPC's Request for Approval to Post Sign/banner** – Larry Hensle, on behalf of the CPC requested the Town Council's approval to post a sign or banner two weeks before and one week after on the over street wire to advertise an event. **Motion:** Tom Peterson moved to approve the request. Wayne Nickum duly seconded and the motion was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Chuck Rusnak duly seconded the motion and it was unanimously approved.

The Town Council meeting was adjourned at approximately 10:45 p.m.

Minutes were prepared by Marilyn L. Barton, Town Treasurer, acting Clerk.

Marilyn Barton

From: "lgjohnston" <lgjohnston@cox.net>
To: "marilyn barton" <pawsnfins@cox.net>
Cc: "WAYNE NICKUM" <CLIFNICK@worldnet.att.net>
Sent: Saturday, March 03, 2007 12:23 PM
Subject: minutes

Marilyn – I've been thinking you should add two more sentences to the Planning Commission report given by Kathy Baber, because signage is such a sensitive issue in this town.

"Councilman Nickum questioned whether the Wark's sign on their front gate which reads "Canary Cottage Guest Entrance" is in compliance with Home Business ordinances. Kathy Baber said Judy McNamara had also raised that question. Bill Wark said the sign did not constitute an advertisement, and Lynne Wark said the sign was only temporary. Councilman Johnston suggested the question of whether it was allowable should be turned over to Councilman Anton's Signage Committee."

OK. that is my recollection of the discussion.

New subject. I just bought an HP Compaq laptop with 100G of RAM, 80G, plus a DVD/CD recorder and player, VISTA system from Ray at Austin Tech for \$750. He sells Dell, etc and I met him thru a computer show. His telephone is 703-796-904, tell him that Lane Johnston of Clifton and Lou (remember Lou) suggested you talk to him. Ray has been selling Case and I computers for years, PLUS he services them. Plus, he gives me good advice. E.g. I was willing to buy Windows 7 and he said the government and other large organizations are about 5 years behind in upgrading, so if I go with 7 I may not be able to share, edit and read documents other government entities send me. Feel free to call me if you have questions, or want to see my new laptop.

Lane

Marilyn Barton

From: "Marilyn Barton" <pawsnfins@cox.net>
To: <CLIFNICK@att.net>
Sent: Monday, March 05, 2007 3:08 PM
Subject: Re: Minutes Input for 2/06 Please

Oh Bless YOU! Thank you Wayne.

I knew you would be able to help me out! I'm trying to track down if there's a Town recorder that can be used as a back up.

Kathleen has applied for the Clerk position. She's an excellent writer and has great computer skills - if she is given the opportunity, this will be a plus for her college applications and start her savings for college. We'll see.

Thank you again, Wayne! Now I can finish up the Minutes and I'll send the final out tonight.
;o) Marilyn

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

From: CLIFNICK@att.net
To: Marilyn Barton
Sent: Monday, March 05, 2007 1:54 PM
Subject: Re: Minutes Input for 2/06 Please

REF ITEM NUMBER 3 SECONDED BY TOM

REF ITEM NUMBER 4 I HAVE NO RECOLLECTION ON THE MOTION

REF ITEM NUMBER 6 A. NO VOTE WAS TAKEN

REF ITEM NUMBER 6 C TOWN BUILDING INSPECTION AGREEMENT COMMITTEE

REF ITEM NUMBER 8 SECOND PAT

REF ITEM NUMBER 8 D NO VOTE TAKEN

REF ITEM NUMBER 8E MOTION MAKE BY CHUCK SECONDED BY TOM

ADJOURNMENT MOTION MADE BY WAYNE SECONDED BY MIKE

----- Original message from "Marilyn Barton" <pawsnfins@cox.net>: -----



Hi all ~

It's almost TC meeting time again. I would like to receive your feedback for completion of the drafted Minutes from the last meeting so that I can make the corrections/changes and send out a final document prior to the meeting tomorrow night.

Please take a few minutes and give me your input to the attached drafted Minutes. I have received feedback from Lane and a response from Tom. Once I hear from you, I'll incorporate all the input and email the final copy out to you hopefully tonight.

Thank you all for your time and effort. I hope to hear from you soon.

Marilyn

Marilyn Barton

From: "Marilyn Barton" <pawsnfins@cox.net>
To: <pjlayden@verizon.net>; "Nickum, Wayne (OCFO)" <Wayne.Nickum@dc.gov>;
<Mikefantom@aol.com>; <Mayorofcliftonva@aol.com>; <lgjohnston@cox.net>;
<ghampshire@blankeith.com>; <crusnak@cox.net>; <clifnick@worldnet.att.net>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Sunday, February 25, 2007 7:50 PM
Attach: Clifton - TC Minutes Feb. 2007 (draft).doc
Subject: Minutes drafted for 2/6/07



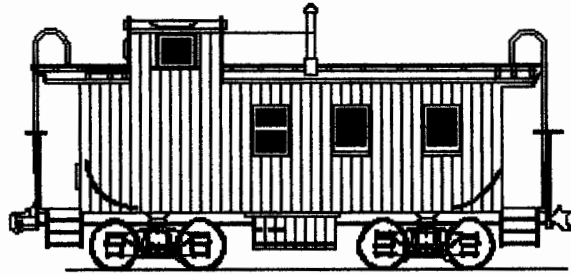
Hello everyone,

Attached are the drafted Minutes for your review and edit. Please reply with your input by Friday, 3/3/07 or sooner. Your input and help will be appreciated. I want you to know that the commitment of time for this is significant - we should always express our appreciation to the Town Clerk for capturing and recording the Town Council's dedication and hard work!!
whew!!

Thank you!

Marilyn

2/25/2007



**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, February 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Council Members Present:

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

Other Officials Present: Gifford Hampshire, Town Attorney, Marilyn Barton, Town Treasurer

Order of business:

1. **Reading of minutes of last regular meeting – Motion:** Wayne Nickum moved to approve the Minutes of the January 2, 2007 Town Council Meeting as submitted. Lane Johnston seconded the motion and it was unanimously approved.
2. **Report of the Treasurer –** Marilyn Barton, Treasurer, provided an overview of the Treasurer's Reports for the period ended January 31, 2007 as submitted to the Town Council. She reported on transfers made in January that resulted in cash balances of \$13,300 in the SunTrust Checking, \$150 in the SunTrust Savings, \$256,467 in the LGIP Fund, and \$203,556 in the UBS Fund at month end. Fiscal year to date income was reported as \$88,349, less YTD expenses of \$78,378, resulted in net income of \$9,971 as of January 31, 2007. Other reports provided were the Community Hall Report and a supplemental report of legal expense. **Motion:** Wayne Nickum moved that a reclassification be made of 75% of the \$3,187 expended on the Buckley Park FEMA Cleanup be reclassified from the Federal FEMA Grant funds received to the FEMA Buckley Park Revenue account. Lane Johnston seconded the motion and it was unanimously approved. **Request:** Mike Anton requested that the Town Treasurer propose a plan for how the Town could audit the BPOL returns for accuracy, suggesting that 10% of the returns be audited. Marilyn Barton agreed to contact Fairfax County to inquire what their auditing process and procedures are and report back to the Town Council at the next meeting.
3. **Reading of communication –** Tom Peterson, Mayor, read correspondence addressed to the Town Council. Giff Hampshire reported on communication requesting a Town Council resolution to appoint members to the Board of Zoning Appeals. Wayne Nickum moved that the current list of BZA members be recommended to the County. (Who seconded?) The motion was unanimously approved.
4. **Motions to Add Agenda Items –** Tom Peterson reported that he has received complaints concerning the impact of parking overflow from the Community Hall and moved to add this as an agenda item. Wayne seconded the motion and it was unanimously approved. (Wayne, you introduced an agenda item here, that Mike seconded – please fill in) Mike Anton moved to add Committee Team Negotiation to the agenda. Pat Layden seconded and the motion was unanimously approved. Larry Hensle, on behalf of the Clifton Presbyterian Church, requested that use of the Town's overhead wire for signage to advertise the Annual Spaghetti Dinner on March 10th be added to the agenda. Tom Peterson made the motion to add this to the agenda. Pat Layden seconded the motion and it was unanimously approved.
5. **Citizens' Remarks –** Michelle Stein announced the CBA Town Birthday Party Pot Luck with St Patrick's Day theme to be held on Saturday, March 17th. Emmi Holmes reported on behalf of the

Clifton Horse Society that they are interested in working with the Town to remove the large tree from the Horse Trail at the far end of the park. After discussion, Lane Johnston suggested deferring this to the Park Committee for recommendation to the Town Council. **Town Council Appreciation Award:** Chuck Rusnak asked Lev Buller to come forward to accept an Appreciation and Recognition Award, stating that the Town Council expressed its gratitude for his service as a member from 2004 – 2006.

6. Unfinished business.

- a. **Dominion power line noise** (Pat Layden) – Pat Layden updated the Town Council providing a first quarter report dated 2/6/07. Pat announced that Elaine McConnell's office has scheduled a meeting with Dominion Power, local citizens (including the Town of Clifton) on Wednesday, February 14th at 7:00 p.m. at the Springfield Government Center. *HELP HERE I don't remember a motion here.* **(Vote needed)**
- b. **Sale of Old Town Hall** (Pat Layden) – Pat Layden reported that work is getting accomplished. An Executive Meeting will be scheduled under New Business.
- c. **Renewal of Building Inspection Agreement with Fairfax Co.** (Tom Peterson) – Chuck Rusnak reported that the renewal of the Building Inspection Agreement due in March 2007 be reviewed and approved by the Town Council before being approved by the Fairfax County Board of Supervisors. **Motion:** Wayne Nickum moved to approve the renewal as presented. Lane Johnston seconded and discussion followed concerning Fairfax County and Town attorneys' reviews. Wayne Nickum moved to authorize the Mayor to execute the agreement. Pat Layden seconded and the motion was unanimously approved. **Updating of Fairfax County Board of Supervisors' Resolution of 4/11/78 – Motion:** Chuck Rusnak moved that the Town Council authorize the Committee (Chuck – what's the committee name here?) to move forward in working with the County to review the Board of Supervisors' Resolution dated April 11, 1978 regarding the County's acceptance to administer and enforce in the Town the floodplain and erosion and sedimentation control ordinances and to also evaluate any other site development issues that the Town may need oversight or assistance by the County. Chuck Rusnak volunteered to serve on the Committee. Wayne Nickum duly seconded and the motion was unanimously approved.
- d. **Cable burial** (Mike Anton) – Mike Anton reported that Cox provided new conduits with little disruption and work done within five work days. He reported that Verizon will be coming to complete and will provide a bid on the cost to complete the burial. Tom Peterson thanked Mike Anton for all his hard work on this project.
- e. **Dry fire hydrants** (Chuck Rusnak) – Chuck Rusnak gave an update on the difficulties being faced by the Fire Chief working with the County for repair of the dry fire hydrants and suggested that the Town needed to appoint a liaison to the Fire Department to provide support in this effort. Tom Peterson recommended Dwane Nitts, Chair of the Traffic and Safety Committee, to serve as liaison. Wayne Nickum added that he will continue to explore with the State whether the \$8,000 allocation of Fire Funds to the Town can be used for this purpose. Tom Peterson and Dwane Nitts will also support this inquiry.

7. Reports of Committees, Planning Commission, and ARB

- a. **Planning Commission** – Kathy Kalinowski, Chair of the Planning Commission, reported the Planning Commission's approval and recommendation to the Town Council of the change in the Use Permit requested by Lynne and Bill Wark for the addition of one bedroom and bath to the Canary Cottage Bed and Breakfast. **Motion:** After discussion, Wayne Nickum moved that the Use Permit Amendment be approved as recommended by the Planning Commission. Tom Peterson duly seconded and the motion was unanimously approved. **Request:** Kathy Kalinowski requested on behalf of the Planning Commission, that the Town Council send a letter to the Lusman's requesting that they submit their reconstruction plans and a survey of the property so that the Planning Commission can ascertain whether there have been any changes since the original application. Tom Peterson agreed to send the requested letter. Lev Buller recommended that the Town expedite the review process to assist them in their progress.
- b. **ARB** – Royce Jarrendt reported that there was no news.

- c. **Historic Preservation – Request for funds, appointment of Steve Bittner to the committee, and Va. Dept. of Historic Preservation grants (information).** – Pat Layden reported three good candidates for the Town's oral history. He also requested \$350 be budgeted for the Historic Preservation Committee. Michelle Stein reported that the CBA has an ongoing oral history project and recommended that the project be combined. Wayne Nickum recommended that the Committee request that the CBA perform this function. The Town Council accepted the CBA's offer and agreed to forward the names of candidates for the oral history project.

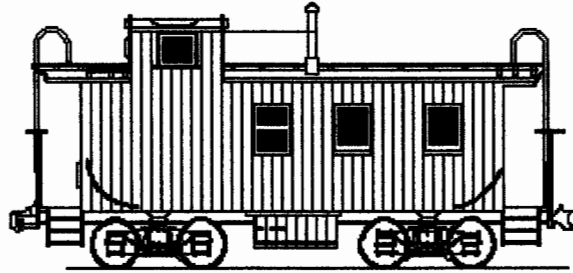
8. New business

- a. **7th Annual Labor Day Car Show** (Tom Peterson) – Tom Peterson reported on the request from Jim Chesley for Town Council approval of the 7th Annual Labor Day Car Show as proposed by the submitted Resolution (printed copy to be attached). Wayne Nickum recommended that the proposed Resolution be used as a template for other events. Jim Chesley recommended that an add on to item #3 be noted that the Lyon's Club does serve food and that the Town Council should request a copy of the health permit. Richard King added that they received a copy of the ABC license for the Town. **Motion:** Wayne moved to approve the Resolution as amended. Tom Peterson duly seconded and the motion was unanimously approved.
- b. **Old Town Hall sale** (Pat Layden) – Pat Layden requested a meeting for Executive Session on Sunday, 2/11/07 at 1:00 p.m. **Motion:** Wayne Nickum moved to call an Executive Session on Sunday, 2/11/07 at 1:00 p.m. at the Community Hall for the purpose of discussing the Old Town Hall Sale. *(Who seconded this? –please)*
- c. **Signage** (Mike Anton) –Mike Anton reported that two dedication plaques were approved by the previous Town Council for placement in the Playground – one for the Anderson's son and one for Patty Moore. Michelle Stein reported that the reason this hasn't yet been done is because the garden hasn't been completed. It was recommended that Mike Anton make a recommendation to the next Town Council meeting or refer this to the Playground Committee. Tom Peterson recommended that Chuck Rusnak work with the families to develop two separate plaques for this purpose. Lane Johnston recommended that signage also be developed for the Roll of Honor. **Street Sign Sales:** Chuck Rusnak reported that over \$700 had been collected for Old Street Sign Sales. More will be updated on the web site.
- d. **Roll of Honor establishment** (Chuck Rusnak) – Chuck Rusnak recommended that the Town Council honor Town Council Members and Officials from 1902 forward by establishing a Roll of Honor. Diane Dygve reported that Lee Ruck is writing an update to the Town's History Book, The Brigadoon, with recognition of Mayors starting with Julian Burke. Tom Peterson recommended that Chuck Rusnak, as the Council's Communication Member, come up with ideas and suggested names for the Committee. *(The agenda indicated that a vote was needed here – but I don't have record of a vote being taken.??)*
- e. **Fire & Police Departments liaison** (Chuck Rusnak) – Chuck Rusnak recommended that Dwane Nitts be appointed as the community member to serve as liaison with the Fire and Police Departments and make recommendations to the Town Council as necessary. *(Agenda indicated -Vote needed – I don't have record of a motion here HELP please)*
- f. **Town Attorney** (Chuck Rusnak) – Chuck Rusnak requested the procedures for requesting legal opinions. Giff Hampshire, Town Attorney, clarified that the Town Council or the Mayor needs to authorize the request for legal opinions.
- g. **Community Hall Parking at Clifton House** - Tom Peterson reported that he is receiving complaints of parking problems from activities being held at the Community Hall. **Motion:** After discussion, Wayne Nickum moved that the Town write a letter to all renters of the Community Hall during normal business hours requesting that they not park across the street in front of the Clifton House. Lane Johnston agreed to write the letter for Tom Peterson's signature. Pat Layden duly seconded and the motion was unanimously approved.

- h. RFP Buckley Bridge** – Lane Johnston reported on the RFP for the Buckley Bridge repair. After considerable discussion, Lane Johnston requested that Town Council approval be given for the final proposal after the addition of input from Dwane Nitts and Giff Hampshire. **Motion:** Wayne Nickum moved that approval be added to the agenda for the Special Executive Session on Sunday, 2/11/07. Tom Peterson duly seconded and the motion was unanimously approved.
- i. Team Membership and Committees** – Mike Anton reported a need for special guidelines for special teams (ie. The Negotiation Team) in the areas of membership, documentation and communication. Steve Effros clarified that Negotiation Teams and their Consultants negotiate the contract and present it to the Town Council for decision. Giff Hampshire clarified that the closed Executive Session is comprised of Council Members only with Legal Council and that the Executive Session can request information from people with expertise on the issue being addressed. It was further clarified that all documentation is confidential. Questions should be referred to the Team or Committee.
- j. CPC's Request for Approval to Post Sign/banner** – Larry Hensle, on behalf of the CPC requested the Town Council's approval to post a sign or banner two weeks before and one week after on the over street wire to advertise an event. **Motion:** Tom Peterson moved to approve the request. Wayne Nickum duly seconded and the motion was unanimously approved.

The Town Council meeting was adjourned at approximately 10:45 p.m. Can someone help with the final adjournment motion detail?

Minutes were prepared by Marilyn L. Barton, Town Treasurer, acting Clerk.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, February 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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. Dominion power line noise (Pat Layden) – Update on response letter. **(Vote needed)**
 - b. Sale of Old Town Hall (Pat Layden) – Information only.
 - c. Renewal of Building Inspection Agreement with Fairfax Co. (Tom Peterson) - Town Council approval before being approved by the Board of Supervisors. **(Vote needed)**
 - d. Cable burial (Mike Anton) – Information only.
 - e. Dry fire hydrants (Chuck Rusnak)- Maintenance responsibility.

7. Reports of Committees, Planning Commission, and ARB
 - a. Planning Commission
 - b. ARB
 - c. Historic Preservation – Request for funds, appointment of Steve Bittner to the committee, and Va. Dept. of Historic Preservation grants (information).

8. New business
 - a. 7th Annual Labor Day Car Show (Tom Peterson) – Approval request. **(Vote needed)**
 - b. Old Town Hall sale (Pat Layden) - Request for Executive Session meeting between 2/7 – 2/11 2006. - **(Vote needed)**
 - c. Signage (Mike Anton) – Information only.
 - d. Roll of Honor establishment (Chuck Rusnak) – Recognition of past and future elected officials. **(Vote needed)**
 - e. Fire & Police Departments liaison (Chuck Rusnak) – Designation for. **(Vote needed)**
 - f. Town Attorney (Chuck Rusnak) - Procedures for requesting legal opinions. **(Vote)**

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 February 1, 2006 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)

Resolution

WHEREAS, the Town of Clifton has been requested to permit Main Street to be used from 8 a.m. until 4 p.m. on Monday, September 3, 2007 (the "Event Day") by the Clifton Lions Club and the Custom Cruisers of Northern Virginia (together, the "Event Sponsors") to sponsor a classic car show; and

WHEREAS, the Town of Clifton has permitted the hosting of this show for a number of prior years; and

WHEREAS, the custom car show is a welcome addition to the activities of the Clifton community;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL AS FOLLOWS:

1. The Town hereby authorizes that portion of Main Street from Clifton Creek Drive to Chestnut Street (the "Reserved Area") to be closed to through traffic and to be free from on-street parking by residents whose houses are adjacent to the Reserved Area ("Affected Residents") from 8 a.m. until 4 p.m. on the Event Day (the "Event Period").
2. The Town authorizes and directs the Event Organizers to inform in writing all Affected Residents requesting them to not park on Main Street in the Reserved Area during the Event Period, that the Event Sponsors and entrants in the car show shall have the exclusive right to park and drive in the Reserved Area during the Event Period, and that off-street parking has been arranged for Affected Residents during the Event Period on the Boynton's parking lot across from the Fire House.
3. As a condition of the Town's permission granted hereby, the Event Sponsors shall be required to obtain liability insurance with coverage of not less than \$1,000,000 per occurrence, to name the Town as an additional insured on such insurance and to provide the Town written evidence of such insurance coverage.

This resolution shall be effective as of its adoption.

APPLICATION FOR USE PERMIT--TOWN OF CLIFTON, VIRGINIA

Type: Residence ☒ New Construction ☐ Business ☐ Home Business ☒
Date Submitted to Town Clerk January 15, 2007
Town Clerk's Signature: _____

Revised

The undersigned hereby applies for a Use Permit under provisions of Article 2, Section 9-10, of the Zoning Ordinance of the Town of Clifton:

Name of Applicant: Lynne Garvey Wark & William B. Wark

Name of Business (if Business Application): The Canary Cottage

Owner(s) of premises or business: Lynne Garvey Wark & William B. Wark

Address of premises or business: 7153 Main St., PO Box 110, Clifton, VA 20124

Tax map number: 0724 02 0061 Zoning district: ☒ Res ☐ Comm ☐ Other

Describe purpose of application:

Addition of one (1) additional bedroom for the Bed & Breakfast, "The Canary Cottage" currently at the same address. (Per the Town Code any B&B in Clifton can have is 3 (Definitions: 1. Home Business, K.2). Having recently completed the 2nd floor & part of the first floor of the Carriage House as personal space, this addition will still keep in place the 25% or less rule of Business space in a residential home. Smoking will be prohibited on our property as will the consumption of alcohol. Our B&B is booked on average two weekends a month - so we are not anticipating a significant increase in traffic - thus, there will be virtually no impact on parking on Main St. (note: we tell out guests to park directly in front of our home).

If business or home business, days & hours of operation: Monday - Sunday - 4pm-11pm
Check-in: 10-Noon: Check-out

If business or home business, number of FT employees: 1 or 2 residents, as necessary
and square footage: for dedicated Bed & Bath: 471 square feet + (additional room = 13'x16' = 208 sq. feet + 984 Sq. feet in the newly finished carriage house which is for personal use only - not intended for B&B use; Shared space: 364 square feet; (total = 1043 square feet; under 25% requirement)

If business or home business, number of off-street parking spaces: 4 screened spaces

If business or home business, describe operation: A traditional 3 room "bed & breakfast"

in a private home. (see above)

If business, attach building layout. Otherwise, attach copy of plat of premises.

For home business only, gross sq. footage of dwelling: 4,400 (including hallways)

Fee Enclosed: \$25.00 (\$150.00, for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000.00; \$250.00, for new home or commercial construction; or \$25.00, for all other construction, and any other use permit)

Lynne Garvey Wark & William B. Wark
(Signature of applicant/agent)

N/A
(Signature of landlord/lessor)

7153 Main St., PO Box 110, Clifton, VA 20124
(703) 322-1811 (Telephone)

(Mailing address/Zip)

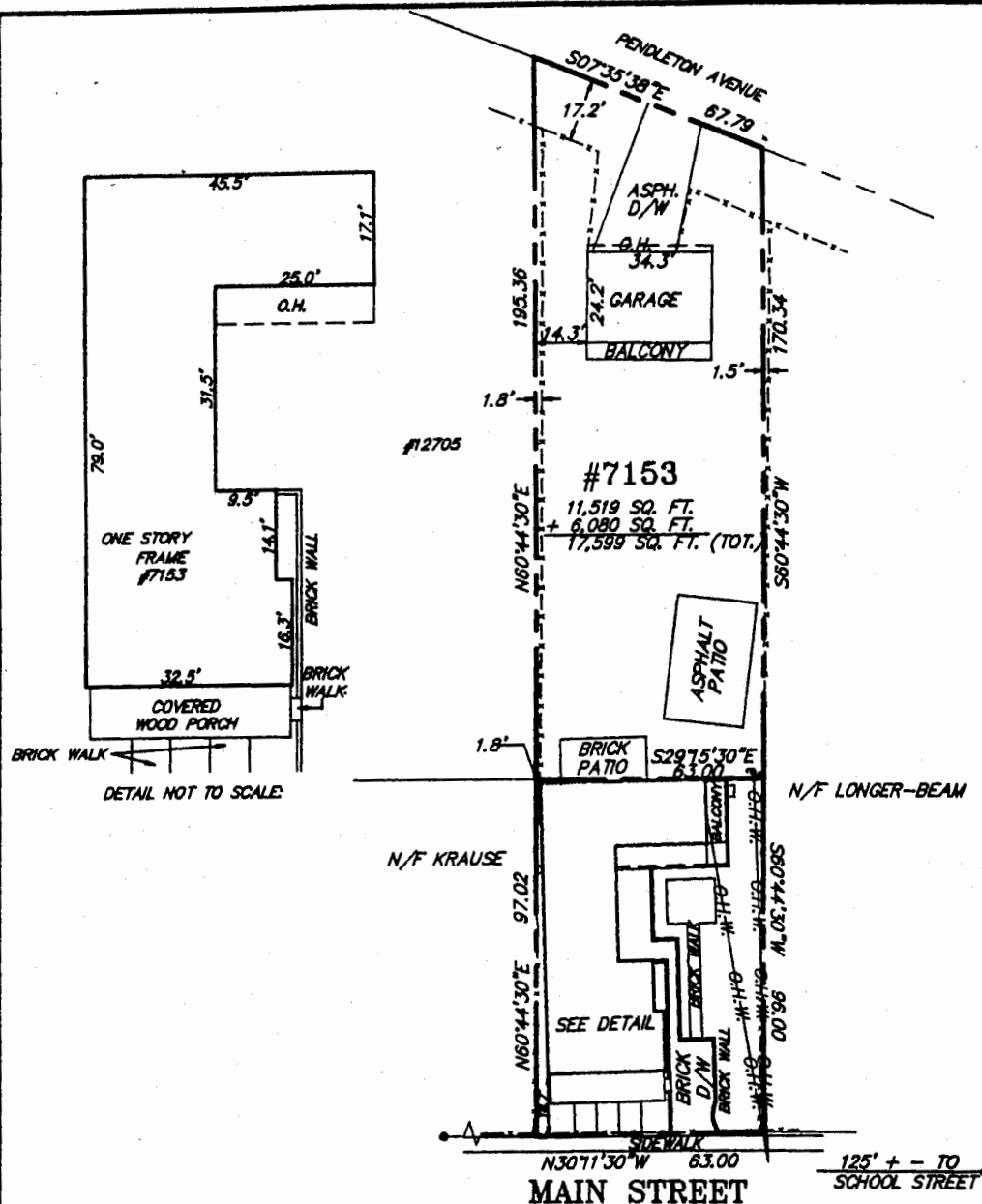
Filing Instructions

The Planning Commission meets the last Monday of each month, in the Clifton Town Hall, at 7:30 PM. Applications for Use Permits must be received to the Clifton Town Clerk by the 15th of that month, to be heard at that month's meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is the first Tuesday of each month.

All applications must be fully collated and stapled.

The Town Clerk must be provided 7 complete copies (for the Town Council), as well as the check, made out to "The Town of Clifton". The Town Clerk is Carolyn Leetch, PO Box 2 , 7161 Main St., Clifton, VA 20124.

The Planning Commission must receive 10 complete copies. These should be delivered to the Chairman, Kathy Baber



HOUSE LOCATION SURVEY
#7153 MAIN STREET
CLIFTON

DEED BOOK 5375 PAGE 754
SPRINGFIELD DISTRICT
FAIRFAX COUNTY, VIRGINIA

SCALE: 1" = 40' DATE: DECEMBER 10, 1999

LEGEND

CHIM. = CHIMNEY

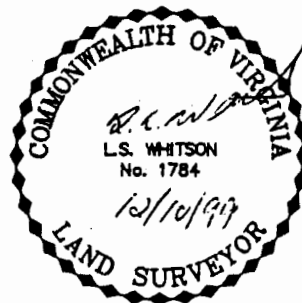
B/W = BAY OR BOX WINDOW

O.H. = OVERHANG

C/S = CONCRETE STOOP

○ = IRON PIPE FOUND

THIS SURVEY WAS ESTABLISHED BY TRANSIT AND TAPE AND UNLESS OTHERWISE SHOWN THERE ARE NO ENCROACHMENTS. NO TITLE REPORT WAS FURNISHED AND NO CORNER MONUMENTATION HAS BEEN SET UNLESS REQUESTED.



THIS IS NOT A BOUNDARY SURVEY. LOCATION OF DRIVEWAY AND FENCES ARE APPROXIMATE. THIS SURVEY DOES NOT DETERMINE THE OWNERSHIP OF FENCES. THIS PLAT IS NOT TO BE USED FOR CONSTRUCTION OF FENCES.

FLOOD NOTE:
THIS DWELLING IS NOT LOCATED IN A F.E.M.A. SPECIAL FLOOD HAZARD AREA.

SAM WHITSON, L.S./LAND SURVEYING

4302 EVERGREEN LANE, SUITE 202
ANNANDALE, VIRGINIA 22003

(703)-658-4070 FAX: (703)-658-4072

OWNER: WARREN

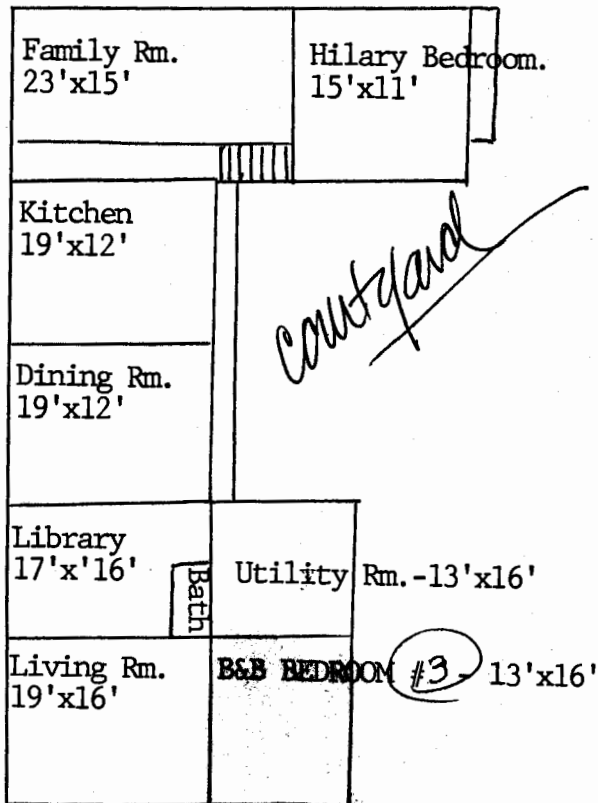
BUYER: GOLDSTEIN/HODGE

W.O. #99-4307

CLIENT #BL99-2898

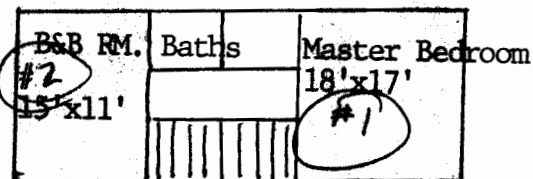
"THE CANARY COTTAGE" - 7153 Main St., Clifton, VA 20124

1st Floor



**Detail not to scale"

2nd Floor



B&B Bdrm. #1 - 18'x17' = 306

B&B Bdrm. # - 13'x16' = 208

B&B Bdrm. # - 15'x11' = 165

Dining Room-17'x16' = 272 @ 50% = 136

Kitchen-19'x12' = 228 @ 50% = 114

Library-17'x16' = 272 @ 50% = 136

TOTAL = 1,043 square feet

679 sq ft.

364 sq ft.

+ 984 sq. feet in carriage hse:

2nd fl = 816 sq. ft.

1st fl = 168 sq. ft. (Hallways)

Metropolitan Regional Information Systems, Inc.

MLS#: FX3604048

Short Listing

7153 MAIN ST, CLIFTON, VA 20124

STATUS: ACTIVE

Ownership: Fee Simple, Sale

Legal Subdiv: CLIFTON

Advertised Subdiv: CLIFTON

Lot- SF: 17594

Lot- Acres: 0.40

#Lvs: 2 #Fpls: 3

Main Entrance:

TOTAL

MAIN

UPR1

UPR2

LWR1

LWR2

SCHOOLS

BR: 4

BR: 2

BR: 2

BR:

BR:

BR:

ES: CLIFTON

FB: 3

FB: 1

FB: 2

FB:

FB:

FB:

MS: ROBINSON

HB: 1

HB: 1

HB:

HB:

HB:

HB:

HS: ROBINSON

Main: Living Room, 19 X 16

Main: Dining Room, 19 X 12

Main: Family Rm, 23 X 15

Main: Kitchen, 19 X 12

Lot/Block/Square: 61&62B

Style: Cape Cod

Type: Detached

THType:

HOA FEE: \$0 /None

GROUND RENT:

TAXES:

Tax Year: 1998

Tax ID#: 75-4-2- -61

Model: "GENERAL STORE"

LIST PRICE: \$489,000

Classification: Residential

List Type: Excl. Right

Old Map: NA

TBM Map: 1062A5

Area: 10-7

Age: 115

Year Built: 1884

Finished SF: 0

Upper 1: Bedroom-Master, 18 X 17

Upper 1: Bedroom-Second, 15 X 11

Main: Bedroom-Third, 13 X 16

Main: Bedroom-Fourth, 15 X 12

Main: Library, 17 X 16

Basement: NO

Parking: Garage, Garage Type- Detached

Heat: Forced Air, Heat Pump(s), Wood Burn Stove, Zoned, Electric, Oil

Cool: Central A/C, Heat Pump(s), Electric

TV/Cable/Comm:

INTERIOR: Dishwasher, Disposal, Dryer, Exhaust Fan, Freezer, Icemaker, Oven-Double, Oven/Range-Gas, Refrigerator, Six burner stove, Washer, Auto Gar Dr Opn, Built-in Bookcases, Drapes/Curtains, Entry Lvl BR, MBR-BA Full, Shades/Blinds, Wood Floors, Wd Stove Insrt, Den/Stdy/Lib, Family Room, In-Law/auPair/Ste, Laundry-Kit Lvl, Lndry-Sep Rm, Main Lvl BR, Mud Room, Storage Room, Utility Room, Breakfast Room, Fam Rm Off Kit, Kit-Country, Kit-Table Space, Sep Dining Rm, Beamed Ceilings, Cathedral Ceilings, 9+ Ceilings, Vaulted Ceilings, Atrium Doors, French Doors, Six Panel Doors

EXTERIOR: Wood, Metal, Balcony, Deck, Fenced - Fully, Patio, Porch-front, Landscaping, Carriage House, Office/Studio, Garden/Lawn

REMARKS: Remarkable historical home dating back to 1880's! Over 3,600 SF. Detached 2-story garage/carriage house, brick courtyard, mature landscaping. Gorgeous inside & out! High ceilings, wood floors, character, hooks & crannies. Master suite w/fireplace & private bath. This home shows like "House Beautiful". Possible B&B. Call owner or agent for appt. Easy to show. Right in heart of Clifton

DIRECTIONS:

Broker: LONG & FOSTER REAL ESTATE, INC.

Listing Agent: TAYA ABBOTT

Brkr Code: LNG93

Agt Office: (703)502-8500

Pager:

Agt Office: (703)502-8500

Home: (703)222-5955

Cell:

Home: (703)222-5955

Alt Listing Agent: KEITH ABBOTT

Show Instructions: Appt Only-Lister, Appt Only-Owner/Contact, 9 AM-7 PM, All Days

Owner: WILLIAM WARREN & LORETTA WARREN

Showing Contact: WARREN FAMILY & TAYA/KEITH ABBOTT

SubComp: 3%

BuyComp: 3%

Add'l:

Dual: Y

DesR: Y

VarC: N

Disclosures: Prop Disclaimer

Documents:

Cur Finance Type: Conventional

New Finance Types:

WATER Access: N

Front: N

View: N

Dock: N

Property Condition: Shows Well

Possession: Settlement



TAYA & KEITH ABBOTT

Founder's Club

Direct Line: 703/222-5955

Office: 703/502-8500

FAX: 703/502-0676

Toll Free: 800/762-0821 Ext. 105

Email: abbottsold@aol.com

Visit Our Web Site:

www.abbottsold.com

CLIFTON/FAIRFAX STATION OFFICE

7137 Main Street / Clifton, Virginia 20124

Metropolitan Regional Information Systems, Inc.:

Information is believed to be accurate but
should not be relied upon without verification.

11784
28
=

4,584



January 15, 2007

Lynne Garvey Wark & William B. Wark
"The Canary Cottage"
7153 Main St., PO Box 110
Clifton, VA 20124

The Planning Commission, The Town of Clifton, Virginia

Kathy Baber, Chairperson; (PO Box 256)

City Council, The Town of Clifton, Virginia

Carolyn Leetch, Town Clerk (PO Box 76)
Clifton, VA 20124

Dear Clifton Neighbors,

Please note that the Clifton Planning Commission is meeting January 29, 2007 at the Town Hall at 7:30pm. We are respectfully submitting for your review an "Application for Use Permit" for a variance of our property from a two bedroom to a three bedroom traditional "bed & breakfast" home business which will provide three (3) attractive lodging rooms in our private home. (Per the Town Code any B&B in Clifton can have 3 bedrooms - Definitions: 1. Home Business, K.2). "The Canary Cottage" will not be a hotel or a motel, but will be first and foremost our home. We plan to operate the business as per our current permit and to expect that our guests will make every effort to keep noise to a minimum. Loud music, partying, slamming of doors, etc. will be forbidden as will smoking and the consumption of alcohol. Guests will be expected to wear shoes and shirts at any time they are not in their rooms. Our targeted Opening Date of this room is February 14, 2007.

We have enjoyed a small, but growing business in the heart of Clifton, Virginia and have contributed to a variety of town functions since 2001 when the initial permit was first issued. We hope you will seek from us any assurance necessary that our "dream" will blend in with your vision for the Town of Clifton. Our only desire is that the "Canary Cottage" be an asset to our community and that our presence in this town be one of mutual hospitality and good will. Please feel free to contact us with any questions or concerns you may have.

Respectfully submitted,

Lynne Garvey Wark & William B. Wark

attachments

SAMPLE

January 15, 2007

Tom & Marilyn Barton
15705 Chapel Rd.
PO Box 151
Clifton, VA 20124

Dear Neighbor,

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Lynne Garvey Wark & William B. Wark
7153 Main St., Clifton, VA 20124
(703) 322-1811
lghassoc@erols.com

After the motion for the agreement is approved, I suggest you add:

"I also want to bring to your attention that there is a County Board of Supervisors Resolution dated April 11, 1978 which states the County's acceptance to administer and enforce in the Town the floodplain and erosion and sedimentation control ordinances. Although this resolution does not expire, the County has expressed an interest in updating this agreement since it is outdated and to further clarify the roles and responsibilities between the Town and the County. I agree that we should review this with the County and evaluate any other site development issues that the Town may need oversight or assistance by the County.

Motion

Therefore, I move that we authorize the Committee to move forward in working with the County to review the Board of Supervisors Board Resolution dated April 11, 1978 regarding the County's acceptance to administer and enforce in the Town the floodplain and erosion and sedimentation control ordinances and to also evaluate any other site development issues that the Town may need oversight or assistance by the County."

SUSAN
CHOCK } COMMITTEE

Dominion Power - Clifton Substation
Noise Problem
First Quarter Report 02/06/07

10/03/06 Council Meeting:

Bob Krajewski from the Clifton Creek homeowners group alerted us to the noise problem and requested that the Town send a letter to Dominion Power. Pat Layden will follow up and report at the next Council meeting.

11/07/06 Council Meeting:

The Mayor sent a letter to Dominion Power on 11/02/06. Key points in the letter: 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?

12/05/06 Council Meeting:

No response from Dominion Power. Pat Layden will follow up. Made two calls mid and late December requesting response to Town letter.

01/04/07 Discussion with Dominion Power:

We responded on 1/11/06 and resent the letter. Requested an email copy while waiting for the hard copy. Key points in their letter:

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.

Dominion Power - Clifton Substation
Noise Problem
First Quarter Report 02/06/07

01/20/07 Meeting at Substation:

Chuck Rusnak and Pat Layden met with Mr. J.J. Blom, Repair, Maintenance, and Service Supervisor from the SMIT TRANSFORMERS COMPANY in the Netherlands. We met in the vicinity of the railroad siding near the power line and at the first tower on top of the hill. The low level noise could be heard at the tower. We also discussed a much louder noise that can be heard on Chapel Street. The louder noise is present at different times, usually in the evening. J.J. mentioned that his company can and has installed a "Noise Hut" around the transformer at other sites. This site does not have the "Noise Huts".

02/06/07 Council Meeting:

Elaine McConnel's office is setting up a meeting with Dominion Power and local citizens groups to discuss the noise problem. The meeting will be held within the next few weeks in the evening at the Springfield Government Center. I have contacted Elaine's office and the Town will be invited to the meeting.

2 WED 14 @ 7:00 PM

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, February 05, 2007 9:35 PM
To: pjlayden@verizon.net; Nickum, Wayne (OCFO); Mikefantom@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; crusnak@cox.net; clifnick@worldnet.att.net; CLIFNICK@ATT.NET
Cc: ghampshire@blankeith.com; Lampbulb@aol.com; Barton, Marilyn
Subject: 07 January Treasurer's Report



Hello all ~

Attached is the Treasurer's Report for the period ended January 31, 2007. I have also included a supplementary transactions report for Legal Fees and a Community Hall Report for the same period.

Please take a few minutes to review your report and let me know if you have any questions. Just send your questions to me at my office email and I'll try to reply from the office tomorrow or include a response in my report at the meeting.

I hope all of you are staying warm in this very winter weather!!

Sincerely,
Marilyn

Barton, Marilyn

From: Marilyn Barton [pawsnffins@cox.net]
Sent: Tuesday, February 06, 2007 7:42 AM
To: pjlayden@verizon.net; Nickum, Wayne (OCFO); Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; crusnak@cox.net; clifnick@worldnet.att.net; CLIFNICK@ATT.NET
Cc: ghampshire@blankeith.com; Lampbulb@aol.com; Barton, Marilyn
Subject: Transfer of funds-January 2007
Importance: High



Good morning

I am writing to report that on January 28th funds have been transferred from the SunTrust Money Market account in the amount of \$54,700 to the SunTrust Checking account in preparation for closing the SunTrust Money Market account. A check was then issued from the checking account and mailed for deposit to the Town's LGIP Investment account in the amount of \$50,000. This leaves the balances in our accounts as follows as of Jan. 31, 2007:

13,300	SunTrust Checking
256,467	LGIP Investment
203,556	UBS Investment
150	SunTrust Money Market

I will be contacting UBS today to request information on the procedure for transferring the cash portion of the investment in the amount of 54,642 from UBS to the LGIP investment account. This transaction will take place within the week, with the concurrence of Wayne and Tom (Finance and Mayor approval).

Please let me know if you have any questions or comments. In the future, I'll use a bullet format rather than this narrative one to show the beginning and ending balances and the amount of the transfers.

Sincerely,
Marilyn

2/6/2007

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

	<u>Jul '06 - Jan 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	8,469	3,500	4,969	242%
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	8,799	8,750	49	101%
Total Community Hall Revenues	8,799	8,750	49	101%
Grants				
Federal				
FEMA	30,873	46,667	(15,794)	66%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	11,667	(11,667)	0%
SAFET-LU Grant - Other	0	46,667	(46,667)	0%
Total SAFET-LU Grant	0	58,334	(58,334)	0%
Transportation Project-Trails				
Town Match-Trails	0	5,950	(5,950)	0%
Transportation Project-Trails - Other	0	29,750	(29,750)	0%
Total Transportation Project-Trails	0	35,700	(35,700)	0%
Federal - Other	0			
Total Federal	30,873	140,701	(109,828)	22%
Other				
CBA Grant	0	3,500	(3,500)	0%
Donations	0	116,667	(116,667)	0%
Total Other	0	120,167	(120,167)	0%
State				
Fire Program Funds	8,000			
Total State	8,000			
Total Grants	38,873	260,868	(221,995)	15%
Haunted Trail Event	0	0	0	0%
Homes Tour	7,489	6,400	1,089	117%
Other Income	2,300			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	11,667	(11,667)	0%
S.R. - Litter Control Grant	1,000	0	1,000	100%

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

	Jul '06 - Jan 07	Budget	\$ Over Budget	% of Budget
Tax and Permits Revenue				
FEMA - Buckley Park	0	3,200	(3,200)	0%
Franchise Fees - Cox Cable	3,176	4,667	(1,491)	68%
ABC Profits	222	300	(78)	74%
ARB Permits	65	50	15	130%
BPOL tax	41			
Cigarette Tax	2,020	1,779	241	114%
Motor Vehicle Tags	4,056	5,800	(1,744)	70%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	9,878	11,173	(1,295)	88%
Use Permits	200	467	(267)	43%
Utility Consumption Tax	567	550	17	103%
Total Tax and Permits Revenue	21,419	29,686	(8,267)	72%
Total Income	88,349	321,521	(233,172)	27%
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	5,500	5,500	0	100%
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	0	842	(842)	0%
Total Payroll Expenses	5,500	6,342	(842)	87%
Contractual				
Citizens' REcognition Fund	0	1,050	(1,050)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	117	(117)	0%
BZA	0	58	(58)	0%
Planning Commission	2,500	2,917	(417)	86%
Town Committees Expense	220	1,167	(947)	19%
Total Town Government	2,720	4,259	(1,539)	64%
Professional Fees				
Web site maintenance	0	1,400	(1,400)	0%
Professional fees - Other	0	1,750	(1,750)	0%
Accounting	7,431	15,000	(7,569)	50%
Legal Fees	12,744	4,667	8,077	273%
Special Counsel	760	1,750	(990)	43%
Total Professional Fees	20,935	24,567	(3,632)	85%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	776	0	100%
Total Rent	1,188	1,375	(187)	88%

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

	<u>Jul '06 - Jan 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Town Facilities				
Beautification Comm.	1,302	2,479	(1,177)	53%
Buckley Park FEMA Cleanup	3,187	1,867	1,320	171%
Grounds Maintenance	1,062	875	187	121%
Town Hall Maintenance	411	2,917	(2,506)	14%
Town Office	0	2,858	(2,858)	0%
Office Equipment Expense	0	3,033	(3,033)	0%
Total Town Facilities	<u>5,962</u>	<u>14,029</u>	<u>(8,067)</u>	<u>42%</u>
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	2,550	3,200	(650)	80%
Trash Collection	384	642	(258)	60%
Total Town Services	<u>2,934</u>	<u>9,842</u>	<u>(6,908)</u>	<u>30%</u>
UBS Investment Loss	909			
Utilities				
Gas and Electric	(990)	292	(1,282)	(339%)
Town Voice Mail	188			
Water	257	225	32	114%
Total Utilities	<u>(545)</u>	<u>517</u>	<u>(1,062)</u>	<u>(105%)</u>
Dues and Subscriptions				
Conference Attendance	0	1,167	(1,167)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	204	(204)	0%
Total Dues and Subscriptions	<u>0</u>	<u>1,821</u>	<u>(1,821)</u>	<u>0%</u>
Caboose Expenses				
Caboose - Trentane Gas	96	146	(50)	66%
Caboose Electric	98	146	(48)	67%
Caboose Maintenance	82	175	(93)	47%
Total Caboose Expenses	<u>276</u>	<u>467</u>	<u>(191)</u>	<u>59%</u>
Community Hall Expenses				
C.H.-Cleaning	422	2,275	(1,853)	19%
C.H.-Equipment	143	233	(90)	61%
C.H.-General Maintenance	1,188	1,925	(737)	62%
C.H.-Management Fee	1,810	3,500	(1,690)	52%
C.H. - Electric	14,000	11,667	2,333	120%
C.H. Floors	1,000	100	900	1,000%
Total Community Hall Expenses	<u>18,563</u>	<u>19,700</u>	<u>(1,137)</u>	<u>94%</u>
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,052	2,900	(848)	71%
Legal Advertising	280	656	(376)	43%
Mayoral Reimbursement	42	292	(250)	14%
Miscellaneous	774	758	16	102%
Printing and Reproduction	144	175	(31)	82%
Total Contractual	<u>61,603</u>	<u>89,050</u>	<u>(27,447)</u>	<u>69%</u>

9:15 PM
02/05/07
Accrual Basis

Town of Clifton

Profit & Loss Budget vs. Actual

July 2006 through January 2007

	<u>Jul '06 - Jan 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	408	(408)	0%
Copies	28	29	(1)	97%
License Plates	829	855	(26)	97%
Miscellaneous	0	5,833	(5,833)	0%
Miscellaneous - Commodities	213	292	(79)	73%
Office Supplies	150	292	(142)	51%
Postage and Delivery	122	292	(170)	42%
Total Commodities	<u>1,342</u>	<u>8,001</u>	<u>(6,659)</u>	<u>17%</u>
CIF Expenses				
Comm Hall Equipment	0	2,333	(2,333)	0%
Comm Hall Improvements	9,930	10,500	(570)	95%
FEMA - Buckley Bridge Repair	0	46,667	(46,667)	0%
Signage	0	1,167	(1,167)	0%
Clifton Entrance Triangle	0	1,167	(1,167)	0%
CIF-Miscellaneous	0	116,667	(116,667)	0%
CIF-Playground Impr.	0	13,708	(13,708)	0%
CIF Cable Burial Undergrnd Util	0	4,083	(4,083)	0%
Total CIF Expenses	<u>9,930</u>	<u>196,292</u>	<u>(186,362)</u>	<u>5%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	29,750	(29,750)	0%
Total Fed Fund-Transportation Proj	<u>0</u>	<u>29,750</u>	<u>(29,750)</u>	<u>0%</u>
SAFET-LU Grant Administrator	0	11,667	(11,667)	0%
SAFET-LU Improvements	0	46,667	(46,667)	0%
Special Revenue Expenses				
S.R. - Litter Control	<u>3</u>			
Total Special Revenue Expenses	<u>3</u>			
Total Expense	<u>78,378</u>	<u>388,969</u>	<u>(310,591)</u>	<u>20%</u>
Net Ordinary Income	<u>9,971</u>	<u>(67,448)</u>	<u>77,419</u>	<u>(15%)</u>
Net Income	<u>9,971</u>	<u>(67,448)</u>	<u>77,419</u>	<u>(15%)</u>

Town of Clifton
Community Hall Report
 July 2006 through January 2007

	<u>Jul '06 - Jan 07</u>	<u>Jul '05 - Jan 06</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	8,799.00	8,507.75
Total Community Hall Revenues	<u>8,799.00</u>	<u>8,507.75</u>
 Total Income	 8,799.00	 8,507.75
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	421.78	51.88
C.H.-Equipment	142.65	124.20
C.H.-General Maintenance	1,188.39	1,413.00
C.H.-Management Fee	1,809.65	1,701.55
C.H. - Electric	14,000.45	6,965.70
C.H. Floors	1,000.00	0.00
Total Community Hall Expenses	<u>18,562.92</u>	<u>10,256.33</u>
 Total Contractual	 <u>18,562.92</u>	 <u>10,256.33</u>
 Total Expense	 <u>18,562.92</u>	 <u>10,256.33</u>
 Net Ordinary Income	 <u>(9,763.92)</u>	 <u>(1,748.58)</u>
 Net Income	 <u><u>(9,763.92)</u></u>	 <u><u>(1,748.58)</u></u>

9:20 PM
02/05/07
Accrual Basis

Town of Clifton
Transaction Detail By Account
July 2006 through January 2007

	Type	Date	Num	Name	Memo	Amount	Balance
Contractual							
Professional Fees							
Legal Fees							
	Check	07/24/2006	4570	Blankingship & Keith, Law Offices	Inv# 66528 general town matters 6/06	1,166.91	1,166.91
	General Journal	07/24/2006		Blankingship & Keith, Law Offices	Reverse 6/06 accrual	(1,166.91)	0.00
	Check	08/26/2006	4594	Blankingship & Keith, Law Offices	Invoice 66821 7/06 Town Services	931.02	931.02
	Check	09/24/2006	4605	Blankingship & Keith, Law Offices	Inv # 67334 general matters	698.28	1,629.30
	Check	10/22/2006	4624	Blankingship & Keith, Law Offices	Inv. # 67670 Town Legal services	3,933.00	5,562.30
	Check	11/30/2006	4639	Blankingship & Keith, Law Offices	Inv. # 68055 Town Legal services	1,879.52	7,441.82
	Bill	12/31/2006	Inv #68412	Blankingship & Keith, Law Offices	Town Attorney Inv 68412 Nov 06 services	3,630.00	11,071.82
	Check	01/28/2007	4683	Blankingship & Keith, Law Offices	Inv. # 68706 Town Legal services	1,671.85	12,743.67
Total Legal Fees						<u>12,743.67</u>	<u>12,743.67</u>
Total Professional Fees						<u>12,743.67</u>	<u>12,743.67</u>
Total Contractual						<u>12,743.67</u>	<u>12,743.67</u>
TOTAL						<u><u>12,743.67</u></u>	<u><u>12,743.67</u></u>

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, March 05, 2007 9:42 PM
To: pjlayden@verizon.net; Mikefantom@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; ghampshire@blankeith.com; crusnak@cox.net; CLIFNICK@ATT.NET
Cc: Nickum, Wayne (OCFO); Barton, Marilyn
Subject: Feb 07 Minutes - final
Importance: High

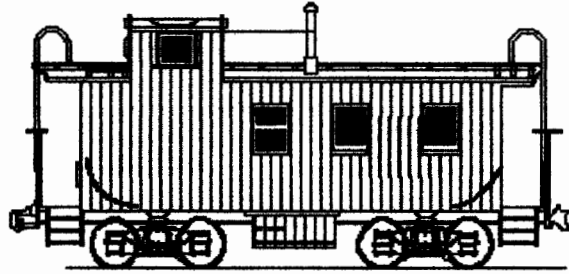


Hi all~

Thank you to those who filled in the "blanks" for me! I really appreciated your input and help! Lane, I know that you sent me the first response with some name spelling corrections - I can't locate the message now - so please send it again if possible.

With the exception of Lane's first run input, the attached Minutes should be okay. Let me know if I have missed anything.

Thank you,
Marilyn



**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, February 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Council Members Present:

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

Other Officials Present: Gifford Hampshire, Town Attorney, Marilyn Barton, Town Treasurer

Order of business:

1. **Reading of minutes of last regular meeting – Motion:** Wayne Nickum moved to approve the Minutes of the January 2, 2007 Town Council Meeting as submitted. Lane Johnston seconded the motion and it was unanimously approved.
2. **Report of the Treasurer –** Marilyn Barton, Treasurer, provided an overview of the Treasurer's Reports for the period ended January 31, 2007 as submitted to the Town Council. She reported on transfers made in January that resulted in cash balances of \$13,300 in the SunTrust Checking, \$150 in the SunTrust Savings, \$256,467 in the LGIP Fund, and \$203,556 in the UBS Fund at month end. Fiscal year to date income was reported as \$88,349, less YTD expenses of \$78,378, resulted in net income of \$9,971 as of January 31, 2007. Other reports provided were the Community Hall Report and a supplemental report of legal expense. **Motion:** Wayne Nickum moved that a reclassification be made of 75% of the \$3,187 expended on the Buckley Park FEMA Cleanup be reclassified from the Federal FEMA Grant funds received to the FEMA Buckley Park Revenue account. Lane Johnston seconded the motion and it was unanimously approved. **Request:** Mike Anton requested that the Town Treasurer propose a plan for how the Town could audit the BPOL returns for accuracy, suggesting that 10% of the returns be audited. Marilyn Barton agreed to contact Fairfax County to inquire what their auditing process and procedures are and report back to the Town Council at the next meeting.
3. **Reading of communication –** Tom Peterson, Mayor, read correspondence addressed to the Town Council. Giff Hampshire reported on communication requesting a Town Council resolution to appoint members to the Board of Zoning Appeals. **Motion:** Wayne Nickum moved that the current list of BZA members be recommended to the County. The motion was duly seconded and unanimously approved.
4. **Motions to Add Agenda Items –** Tom Peterson reported that he has received complaints concerning the impact of parking overflow from the Community Hall and moved to add this as an agenda item. Wayne seconded the motion and it was unanimously approved. Mike Anton moved to add Committee Team Negotiation to the agenda. Pat Layden seconded and the motion was unanimously approved. Larry Hensle, on behalf of the Clifton Presbyterian Church, requested that use of the Town's overhead wire for signage to advertise the Annual Spaghetti Dinner on March 10th be added to the agenda. Tom Peterson made the motion to add this to the agenda. Pat Layden seconded the motion and it was unanimously approved.
5. **Citizens' Remarks –** Michelle Stein announced the CBA Town Birthday Party Pot Luck with St Patrick's Day theme to be held on Saturday, March 17th. Emmi Holmes reported on behalf of the

Clifton Horse Society that they are interested in working with the Town to remove the large tree from the Horse Trail at the far end of the park. After discussion, Lane Johnston suggested deferring this to the Park Committee for recommendation to the Town Council. **Town Council Appreciation Award:** Chuck Rusnak asked Lev Buller to come forward to accept an Appreciation and Recognition Award, stating that the Town Council expressed its gratitude for his service as a member from 2004 – 2006.

6. Unfinished business.

- a. **Dominion power line noise** (Pat Layden) – Pat Layden updated the Town Council providing a first quarter report dated 2/6/07. Pat announced that Elaine McConnell's office has scheduled a meeting with Dominion Power, local citizens (including the Town of Clifton) on Wednesday, February 14th at 7:00 p.m. at the Springfield Government Center.
- b. **Sale of Old Town Hall** (Pat Layden) – Pat Layden reported that work is getting accomplished. An Executive Meeting will be scheduled under New Business.
- c. **Renewal of Building Inspection Agreement with Fairfax Co.** (Tom Peterson) – Chuck Rusnak reported that the renewal of the Building Inspection Agreement due in March 2007 be reviewed and approved by the Town Council before being approved by the Fairfax County Board of Supervisors. **Motion:** Wayne Nickum moved to approve the renewal as presented. Lane Johnston seconded and discussion followed concerning Fairfax County and Town attorneys' reviews. Wayne Nickum moved to authorize the Mayor to execute the agreement. Pat Layden seconded and the motion was unanimously approved. **Updating of Fairfax County Board of Supervisors' Resolution of 4/11/78 – Motion:** Chuck Rusnak moved that the Town Council authorize the Town Building Inspection Agreement Committee to move forward in working with the County to review the Board of Supervisors' Resolution dated April 11, 1978 regarding the County's acceptance to administer and enforce in the Town the floodplain and erosion and sedimentation control ordinances and to also evaluate any other site development issues that the Town may need oversight or assistance by the County. Chuck Rusnak volunteered to serve on the Committee. Wayne Nickum duly seconded and the motion was unanimously approved.
- d. **Cable burial** (Mike Anton) – Mike Anton reported that Cox provided new conduits with little disruption and work will be done within five work days. He reported that Verizon will be coming to complete and will provide a bid on the cost to complete the burial. Tom Peterson thanked Mike Anton for all his hard work on this project.
- e. **Dry fire hydrants** (Chuck Rusnak) – Chuck Rusnak gave an update on the difficulties being faced by the Fire Chief working with the County for repair of the dry fire hydrants and suggested that the Town needed to appoint a liaison to the Fire Department to provide support in this effort. Tom Peterson recommended Dwayne Nits, Chair of the Traffic and Safety Committee, to serve as liaison. Wayne Nickum added that he will continue to explore with the State whether the \$8,000 allocation of Fire Funds to the Town can be used for this purpose. Tom Peterson and Dwayne Nits will also support this inquiry.

7. Reports of Committees, Planning Commission, and ARB

- a. **Planning Commission** – Kathy Kalinowski, Chair of the Planning Commission, reported the Planning Commission's approval and recommendation to the Town Council of the change in the Use Permit requested by Lynne and Bill Wark for the addition of one bedroom and bath to the Canary Cottage Bed and Breakfast. Councilman Wayne Nickum questioned whether Lynne and Bill Wark's sign on the front gate reading "Canary Cottage Guest Entrance" is in compliance with the Home Business ordinance. Kathy Kalinowski said that Judy McNamara had also raised the question. Bill Wark responded that the sign did not constitute an advertisement; rather it is used as a direction to the entrance to their home. Lynne Wark said the sign was only temporary. Councilman Lane Johnston suggested the question of whether it was allowable should be turned over to Councilman Mike Anton's Signage Committee. **Motion:** After discussion, Wayne Nickum moved that the Use Permit Amendment be approved as recommended by the Planning Commission. Tom Peterson duly seconded

and the motion was unanimously approved. **Request:** Kathy Kalinowski requested on behalf of the Planning Commission, that the Town Council send a letter to the Lusman's requesting that they submit their reconstruction plans and a survey of the property so that the Planning Commission can ascertain whether there have been any changes since the original application. Tom Peterson agreed to send the requested letter. Lev Buller recommended that the Town expedite the review process to assist them in their progress.

- b. **ARB** – Royce Jarrendt reported that there was no news.
- c. **Historic Preservation – Request for funds, appointment of Steve Bittner to the committee, and Va. Dept. of Historic Preservation grants (information).** – Pat Layden reported three good candidates for the Town's oral history. He also requested \$350 be budgeted for the Historic Preservation Committee. Michelle Stein reported that the CBA has an ongoing oral history project and recommended that the project be combined. Wayne Nickum recommended that the Committee request the CBA perform this function. The Town Council accepted the CBA's offer and agreed to forward the names of candidates for the oral history project.

8. **New business**

- a. **7th Annual Labor Day Car Show** (Tom Peterson) – Tom Peterson reported on the request from Jim Chesley for Town Council approval of the 7th Annual Labor Day Car Show as proposed by the submitted Resolution (printed copy to be attached). Wayne Nickum recommended the proposed Resolution be used as a template for other events. Jim Chesley recommended that an add-on to item #3 be noted that the Lyon's Club does serve food and that the Town Council should request a copy of the health permit. Richard King added that they received a copy of the ABC license for the Town. **Motion:** Wayne moved to approve the Resolution as amended. Tom Peterson duly seconded and the motion was unanimously approved.
- b. **Old Town Hall sale** (Pat Layden) – Pat Layden requested a meeting for Executive Session on Sunday, 2/11/07 at 1:00 p.m. **Motion:** Wayne Nickum moved to call an Executive Session on Sunday, 2/11/07 at 1:00 p.m. at the Community Hall for the purpose of discussing the Old Town Hall Sale. The motion was duly seconded by Pat Layden and unanimously approved.
- c. **Signage** (Mike Anton) –Mike Anton reported that two dedication plaques were approved by the previous Town Council for placement in the Playground – one for the Anderson's son and one for Patty Moore. Michelle Stein reported that the reason this hasn't yet been done is because the garden hasn't been completed. It was recommended that Mike Anton make a recommendation to the next Town Council meeting or refer this to the Playground Committee. Tom Peterson recommended that Chuck Ransack work with the families to develop two separate plaques for this purpose. Lane Johnston recommended that signage also be developed for the Roll of Honor. **Street Sign Sales:** Chuck Ransack reported that over \$700 had been collected for Old Street Sign Sales. More will be updated on the web site.
- d. **Roll of Honor establishment** (Chuck Rusnak) – Chuck Rusnak recommended that the Town Council honor Town Council Members and Officials from 1902 forward by establishing a Roll of Honor. Diane Dygve reported that Lee Ruck is writing an update to the Town's History Book, The Brigadoon, with recognition of Mayors starting with Julian Burke. Tom Peterson recommended that Chuck Rusnak, as the Council's Communication Member, develop ideas and suggested names for the Committee.
- e. **Fire & Police Department's liaison** (Chuck Rusnak) – **Motion:** Chuck Rusnak moved that Dwayne Nits be appointed as the community member to serve as liaison with the Fire and Police Departments and make recommendations to the Town Council as necessary. The motion was duly seconded by Tom Peterson and unanimously approved.
- f. **Town Attorney** (Chuck Rusnak) – Chuck Rusnak requested the procedures for requesting legal opinions. Giff Hampshire, Town Attorney, clarified that the Town Council or the Mayor needs to authorize the request for legal opinions.
- g. **Community Hall Parking at Clifton House** - Tom Peterson reported that he is receiving complaints of parking problems from activities being held at the Community

Hall. **Motion:** After discussion, Wayne Nickum moved that the Town write a letter to all renters of the Community Hall during normal business hours requesting that they not park across the street in front of the Clifton House. Lane Johnston agreed to write the letter for Tom Peterson's signature. Pat Layden duly seconded and the motion was unanimously approved.

- h. **RFP Buckley Bridge** – Lane Johnston reported on the RFP for the Buckley Bridge repair. After considerable discussion, Lane Johnston requested that Town Council approval be given for the final proposal after the addition of input from Dwayne Nits and Giff Hampshire. **Motion:** Wayne Nickum moved that approval be added to the agenda for the Special Executive Session on Sunday, 2/11/07. Tom Peterson duly seconded and the motion was unanimously approved.
- i. **Team Membership and Committees** – Mike Anton reported a need for special guidelines for special teams (i.e. The Negotiation Team) in the areas of membership, documentation and communication. Steve Effros clarified that Negotiation Teams and their Consultants negotiate the contract and present it to the Town Council for decision. Giff Hampshire clarified that the closed Executive Session is comprised of Council Members only with Legal Council and that the Executive Session can request information from people with expertise on the issue being addressed. It was further clarified that all documentation is confidential. Questions should be referred to the Team or Committee.
- j. **CPC's Request for Approval to Post Sign/banner** – Larry Hensle, on behalf of the CPC requested the Town Council's approval to post a sign or banner two weeks before and one week after on the over street wire to advertise an event. **Motion:** Tom Peterson moved to approve the request. Wayne Nickum duly seconded and the motion was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Chuck Rusnak duly seconded the motion and it was unanimously approved.

The Town Council meeting was adjourned at approximately 10:45 p.m.

Minutes were prepared by Marilyn L. Barton, Town Treasurer, acting Clerk.