

Nov. 07 TC  
Handouts

**Marilyn Barton**

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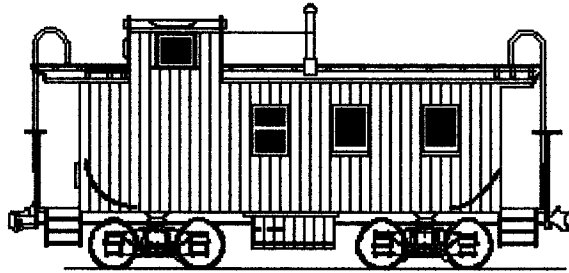
**From:** "Kathleen .b." <babysquirrels7@cox.net>  
**To:** "Mom" <pawsnfins@cox.net>; "Marilyn Barton" <mbarton@comres.org>; "Chuck Rusnak" <Chuckrusnak@cliftonva.us>; "Mr. Anton" <michael.anton@cox.net>; "Lane Johnston" <lgjohnston@cox.net>; "Mr. Peterson" <mayorofcliftonva@aol.com>; "Pat Layden" <pjlayden@verizon.net>; "mr. nickum" <clifnick@att.net>  
**Sent:** Sunday, November 04, 2007 11:37 AM  
**Attach:** october TC minutes.doc; 10.18.07 special meeting.doc  
**Subject:** both Minutes

Hello everyone,

I offer my sincere apology for sending these Minutes out so late. This past month the computer crashed and it took a great number of days to retrieve my notes from the meeting. My family and I also had to take some unexpected trips to Delaware as my grandma has been in and out of the hospital repeatedly.

If there are any edits in the time remaining please let me know.

Thanks,  
Kathleen Barton



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

**Order of business:**

- Citizen Recognition award by Chuck Rusnack
  - 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.
- (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; Give his name and address, Direct his remarks to the Council and not to other citizens present, Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.). Priority shall be given to persons who have signified to the Clerk their desire to address the Council and the Mayor shall enforce this Subsection.
- 5. Unfinished business.
    - a. Haunted Trail report (Lane Johnston)
    - b. Revenue Survey (Mike Anton) vote needed
    - c. Verizon line burial update (Tom Peterson and Mike Anton)
    - d. Community Hall rental contract update (Lane Johnston)
    - e. Town Playground and Gazebo (Pat Layden)
  - 6. Reports of Committees, Planning Commission, and ARB
    - a. Planning Commission
    - b. ARB
    - c. Other standing committees
  - 7. New business
    - a. Rescheduling of January 2008 Town Council Meeting
    - b. BPOL audit discussion (Wayne Nickum)
    - c. Town survey and VDOT involvement.
    - d. Invasive species removal on land surrounding the Flood Plain (Tom Peterson)
    - e. 2<sup>nd</sup> Annual Clifton Wine Festival for 2008 (Wayne Nickum)
    - f. Possible change in town trash service to American Disposal (Tom Peterson)
    - g. CBC purchases for the Holiday Season (Wayne Nickum)
    - h. Discussion of interim rental fees for Town Park, Ayre Square, Buckley Park, and other areas (Wayne Nickum)

**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 November 5, 2007,-- CLIFTON POST OFFICE, CLIFTON STORE, PETERSON'S ICE CREAM DEPOT, TOWN WEBSITE ([www.cliftonva.us](http://www.cliftonva.us))**

## **Marilyn Barton**

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**From:** <Mayorofcliftonva@aol.com>  
**To:** <Mayorofcliftonva@aol.com>  
**Sent:** Monday, November 05, 2007 11:01 AM  
**Attach:** Clifton-AGENDA November 6, 2007 (final).doc  
**Subject:** Clifton FYI

Hello All,

I have attached the agenda for tomorrow's Town Council Meeting and I apologize for the delay in getting it out to everyone. Following is some information that you may be interested in.

1. I have received the estimate for trash service from American Disposal. I have cut and pasted the following;  
**We'd like to propose 1X/week trash p/u, 1X/week recycling p/u, & 1X/week yard waste p/u including a recycling bin & 96 gallon toter (wheeled trash container with lid) for a quarterly charge of \$75.00. If we sign up 50 or more subscribers, the price would reduce to \$69.00/quarter.**

My family currently pays \$107 per quarter for the same service so we will be switching to American. I will be sending out an order form to everyone when I receive it from the company.

2. The Haunted Trail was a huge success. Thanks to all who helped pull it off and especially to Lane for her superb leadership and long hours of work.

3. Tim Hugo has been working closely with Norfolk Southern (it will happen soon) in getting our current lease agreement extended over a greater area than we have at present. This would allow the town to possibly pick up 30 or so new parking areas if the Town Council approves the plan. Many thanks to Tim for his dedication in getting this done for the town. Tim has worked hard for Clifton ever since I've lived here. He's a true friend of our Town and I am voting for him tomorrow and I hope you will too.

Have a blessed day.

Tom

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See what's new at [AOL.com](#) and [Make AOL Your Homepage](#).

11/03/07

**Town of Clifton**  
**Cash Balance Report**  
As of November 3, 2007

	<u>Nov 3, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking-SunTrust	50,353.75
<b>Investments-LGIP</b>	
CPC PC Escrow Fund	533.15
Haunted Trail Funds	6,863.76
Investments-LGIP - Other	336,486.03
<b>Total Investments-LGIP</b>	<u>343,882.94</u>
UBS Investment	50,368.95
<b>Total Checking/Savings</b>	<u>444,605.64</u>
<b>Total Current Assets</b>	<u>444,605.64</u>
<b>TOTAL ASSETS</b>	<u><u>444,605.64</u></u>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Ordinary Income/Expense						
Income						
Committees Fundraising						
Beautification Committee						
Homes Tour	0.00	416.67	0.00	1,666.64	5,000.00	
Total Beautification Committee	0.00	416.67	0.00	1,666.64	5,000.00	
Historic Preservation Comm						
Clifton Day Commemorative Covers	0.00	62.50	0.00	250.00	750.00	
Calendar for 2008	0.00	83.33	0.00	333.36	1,000.00	
Post Cards	0.00	62.50	0.00	250.00	750.00	
PO 100th Annv Rural Delivery	0.00	62.50	588.00	250.00	750.00	
Total Historic Preservation Comm	0.00	270.83	588.00	1,083.36	3,250.00	
Clifton Life Committee						
Wine Festival	2,530.62		53,437.33	34,300.00	34,300.00	A
Clifton Life Committee - Other	0.00	250.00	0.00	1,000.00	3,000.00	
Total Clifton Life Committee	2,530.62	250.00	53,437.33	35,300.00	37,300.00	
Council of the Arts						
Art Show & Sale	0.00	41.67	0.00	166.64	500.00	
Spring Concert	0.00		0.00		1,000.00	
Winter Concert	0.00		0.00		1,000.00	
Total Council of the Arts	0.00	41.67	0.00	166.64	2,500.00	
Total Committees Fundraising	2,530.62	979.17	54,025.33	38,216.64	48,050.00	
Interest Income	0.00	1,916.67	6,214.88	7,666.64	23,000.00	B
Clifton Day Revenues	0.00	500.00	0.00	500.00	500.00	
Community Hall Revenues						
Community Hall Rentals	1,937.65	1,000.00	2,903.15	4,000.00	12,000.00	C
Total Community Hall Revenues	1,937.65	1,000.00	2,903.15	4,000.00	12,000.00	
Grants						
Federal						
Federal Grant-Land						
CBA Match - Land	0.00	500.00	0.00	2,000.00	6,000.00	
Town Match - Land	0.00	350.00	0.00	1,400.00	4,200.00	
Federal Grant-Land - Other	0.00	4,250.00	0.00	17,000.00	51,000.00	
Total Federal Grant-Land	0.00	5,100.00	0.00	20,400.00	61,200.00	
FEMA	0.00	56,009.00	0.00	56,009.00	56,009.00	D
SAFET-LU Grant	0.00	13,148.25	0.00	52,593.00	157,779.00	
Total Federal	0.00	74,257.25	0.00	129,002.00	274,988.00	
Other						
CBA Grant	0.00	10,000.00	0.00	10,000.00	10,000.00	
Total Other	0.00	10,000.00	0.00	10,000.00	10,000.00	
State						
Fire Program Funds	0.00		0.00	8,000.00	8,000.00	
Total State	0.00		0.00	8,000.00	8,000.00	
Total Grants	0.00	84,257.25	0.00	147,002.00	292,988.00	
Haunted Trail Event	22,461.00		34,338.88			E
Other Income	0.00	16.67	2,016.46	66.64	200.00	
Park Rental	0.00	191.67	500.00	766.64	2,300.00	
S.R. - Litter Control Grant	0.00		0.00	1,000.00	1,000.00	
Tax and Permits Revenue						

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Franchise Fees - Cox Cable	518.33	291.87	518.33	1,166.64	3,500.00	F
Franchise Fees - Cell Phones	340.49		12,110.97			
ABC Profits	0.00	9.17	0.00	36.64	110.00	
ARB Permits	0.00	8.33	0.00	33.36	100.00	
BPOL tax	62.00		147.00		20,000.00	
Cigarette Tax	263.65	250.00	1,135.48	1,000.00	3,000.00	
Motor Vehicle Tags	1,181.00	5,800.00	3,340.00	5,800.00	5,800.00	
Railroad Tax	0.00	100.00	0.00	400.00	1,200.00	
Sales Tax	1,991.74	1,666.87	3,969.66	6,666.64	20,000.00	
Use Permits	25.00	25.00	225.00	100.00	300.00	
Utility Consumption Tax	121.60	91.67	230.93	366.64	1,100.00	
<b>Total Tax and Permits Revenue</b>	<b>4,503.81</b>	<b>8,242.51</b>	<b>21,677.37</b>	<b>15,569.92</b>	<b>55,110.00</b>	
<b>Total Income</b>	<b>31,433.08</b>	<b>97,103.94</b>	<b>121,676.07</b>	<b>214,788.48</b>	<b>435,148.00</b>	
<b>Expense</b>						
<b>Payroll Expenses</b>						
<b>Gross Wages</b>						
Town Clerk (Administrative)	0.00		0.00		4,600.00	
Town Treasurer	0.00		0.00		8,000.00	
<b>Total Gross Wages</b>	<b>0.00</b>		<b>0.00</b>		<b>12,600.00</b>	
<b>Payroll Taxes</b>						
FICA	0.00		0.00		1,978.00	
<b>Total Payroll Taxes</b>	<b>0.00</b>		<b>0.00</b>		<b>1,978.00</b>	
<b>Total Payroll Expenses</b>	<b>0.00</b>		<b>0.00</b>		<b>14,578.00</b>	
<b>Contractual</b>						
Insurance	0.00		6,145.00	6,200.00	6,200.00	
<b>Town Government</b>						
<b>Planning Commission</b>						
General Consulting	0.00	250.00	1,416.46	1,000.00	3,000.00	
Update Town Plan	0.00	1,041.67	0.00	4,166.64	12,500.00	
Regional Water Study	0.00	138.92	0.00	555.64	1,667.00	
<b>Total Planning Commission</b>	<b>0.00</b>	<b>1,430.59</b>	<b>1,416.46</b>	<b>5,722.26</b>	<b>17,167.00</b>	
<b>Town Committees Expense</b>						
Traffic, Parking & Safety Comm	0.00	108.33	0.00	433.36	1,300.00	
Town Parks Committee Exp	0.00	225.00	0.00	900.00	2,700.00	
Historic Preservation Comm Exp						
HPC Membership & Educ Exp	0.00	29.17	0.00	116.64	350.00	
Clifton Elem School Exp	0.00	31.25	0.00	125.00	375.00	
Clifton Day Commemorative Cover	0.00		0.00	500.00	500.00	
Calendar 2008 Exp	0.00		0.00		775.00	
Post Cards Expense	0.00	41.67	0.00	166.64	500.00	
PO 100th Rural Anniv Exp	0.00		201.08	500.00	500.00	
<b>Total Historic Preservation Comm Exp</b>	<b>0.00</b>	<b>102.09</b>	<b>201.08</b>	<b>1,408.28</b>	<b>3,000.00</b>	
<b>Clifton Life Committee</b>						
Citizens' Recognition Expense	0.00	16.67	0.00	66.64	200.00	
Wine Festival Expenses	0.00		38,062.68	16,313.00	16,313.00	A
<b>Total Clifton Life Committee</b>	<b>0.00</b>	<b>16.67</b>	<b>38,062.68</b>	<b>16,379.64</b>	<b>16,513.00</b>	
<b>Communication Committee</b>						
Internet Service	0.00	20.83	0.00	83.36	250.00	
Web Server Annual Expense	0.00	91.67	0.00	366.64	1,100.00	
<b>Total Communication Committee</b>	<b>0.00</b>	<b>112.50</b>	<b>0.00</b>	<b>450.00</b>	<b>1,350.00</b>	
<b>Council for the Arts Committee</b>						
Art Show & Sale Expenses	0.00	25.00	0.00	100.00	300.00	

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget
Winter Concert	0.00		0.00		1,000.00
Spring Concert Expenses	0.00		0.00		1,000.00
Total Council for the Arts Committee	0.00	25.00	0.00	100.00	2,300.00
Sunshine Committee	0.00	125.00	100.00	500.00	1,500.00
Total Town Committees Expense	0.00	714.59	38,363.76	20,171.28	28,663.00
Beautification Comm.					
Homes Tour/Bazaar Exp	0.00		0.00		3,000.00
Beautification Comm. - Other	0.00	416.67	0.00	1,666.64	5,000.00
Total Beautification Comm.	0.00	416.67	0.00	1,666.64	8,000.00
Total Town Government	0.00	2,561.85	39,780.22	27,560.20	53,830.00
Professional Fees					
Accounting	0.00	3,500.00	0.00	3,500.00	3,500.00
Legal Fees	857.40	833.33	4,064.39	3,333.36	10,000.00
Special Counsel	0.00	125.00	1,893.40	500.00	1,500.00
Total Professional Fees	857.40	4,458.33	5,957.79	7,333.36	15,000.00
Rent					
Ayre Square Rental	0.00		472.23	700.00	700.00
Railroad Siding Rental	0.00		100.00	775.00	775.00
Total Rent	0.00		572.23	1,475.00	1,475.00
Town Facilities					
Buckley Park FEMA Cleanup	0.00		31.50		
Grounds Maintenance	17.75	125.00	1,087.75	500.00	1,500.00
R.R. Siding/Caboose Maint.	0.00	20.83	0.00	83.36	250.00
Total Town Facilities	17.75	145.83	1,119.25	583.36	1,750.00
Town Services					
Elections	0.00		0.00		800.00
Fire Program	0.00	8,000.00	0.00	8,000.00	8,000.00
Grass Mowing	800.00	400.00	1,950.00	1,600.00	4,800.00
Trash Collection	0.00	91.67	384.00	366.64	1,100.00
Utilities					
Gas and Electric	0.00	66.63	(488.20)	266.96	800.00
Town Voice Mail	32.42		171.10		
Water	93.50		93.50		
Total Utilities	125.92	66.63	(223.60)	266.96	800.00
Total Town Services	725.92	8,558.30	2,110.40	10,233.60	15,500.00
Dues and Subscriptions					
Va. Municipal League	0.00		344.00	450.00	450.00
Total Dues and Subscriptions	0.00		344.00	450.00	450.00
Caboose Expenses					
Caboose Electric	0.00	20.83	0.00	83.36	250.00
Total Caboose Expenses	0.00	20.83	0.00	83.36	250.00
Community Hall Expenses					
C.H.-Cleaning	0.00	325.00	0.00	1,300.00	3,900.00
C.H.-Equipment	0.00	33.33	175.00	133.36	400.00
C.H.-Ffx Co Maint. Contract	0.00	275.00	0.00	1,100.00	3,300.00
C.H.-General Maintenance	0.00		666.02		
C.H.-Management Fee	387.53	200.00	765.37	800.00	2,400.00
C.H. - Electric	0.00	1,290.00	286.54	5,160.00	15,480.00
C.H. Floors	0.00	175.00	499.00	700.00	2,100.00

Notes

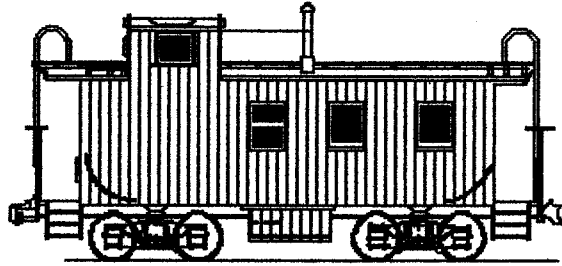


**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Total Community Hall Expenses	387.53	2,298.33	2,391.93	9,193.36	27,580.00	C
Legal Advertising	72.00	83.33	516.00	333.36	1,000.00	
Miscellaneous	0.00	108.33	297.05	433.36	1,300.00	
Printing and Reproduction	0.00	25.00	0.00	100.00	300.00	
Total Contractual	2,060.60	18,260.13	59,233.87	63,978.96	124,635.00	
Haunted Trail Expenses	2,477.51		2,477.51			E
Commodities						
Computer Supplies	0.00	58.33	357.44	233.36	700.00	
Copies	0.00	8.33	27.24	33.36	100.00	
License Plates	0.00		671.25	900.00	900.00	
Miscellaneous	88.18	208.33	88.18	833.36	2,500.00	
Miscellaneous - Commodities	0.00	41.67	0.00	166.64	500.00	
Office Supplies	11.99	41.67	422.59	166.64	500.00	
Postage and Delivery	91.69	41.67	407.70	166.64	500.00	
Total Commodities	191.86	400.00	1,974.40	2,500.00	5,700.00	
CIF Expenses						
FEMA - Buckley Bridge Repair	80,254.28	62,232.00	82,280.86	62,232.00	62,232.00	D
CIF-Playground Impr.	2,548.00	2,354.17	2,548.00	9,416.64	28,250.00	
CIF - Land Purchase	0.00	10,000.00	0.00	10,000.00	10,000.00	
Total CIF Expenses	82,802.28	74,586.17	84,838.86	81,648.64	100,482.00	
Fed Fund-Transportation Proj						
F.F.- Transp. Project-Trails	0.00	5,100.00	0.00	20,400.00	61,200.00	
Total Fed Fund-Transportation Proj	0.00	5,100.00	0.00	20,400.00	61,200.00	
SAFET-LU Grant Administrator	0.00	1,898.25	0.00	7,593.00	22,779.00	
SAFET-LU Improvements	0.00	10,833.33	0.00	43,333.36	130,000.00	
Special Revenue Expenses						
S.R. - Litter Control	0.00	1,000.00	0.00	1,000.00	1,000.00	
Total Special Revenue Expenses	0.00	1,000.00	0.00	1,000.00	1,000.00	
Total Expense	87,532.25	112,077.88	148,524.64	220,453.96	460,374.00	
Net Ordinary Income	(56,099.17)	(14,973.94)	(26,848.57)	(5,665.48)	(25,226.00)	
Other Income/Expense						
Other Expense						
Other Expenses	0.00	208.33	0.00	833.36	2,500.00	
Total Other Expense	0.00	208.33	0.00	833.36	2,500.00	
Net Other Income	0.00	(208.33)	0.00	(833.36)	(2,500.00)	
Net Income	(56,099.17)	(15,182.27)	(26,848.57)	(6,498.84)	(27,726.00)	

Notes:

- A Year-to-date Wine Festival Income after expenses \$ 15,375.00
- B Interest Income is pending receipt of October statements
- C YTD Community Hall Income after expenses \$ 511.26
- D FEMA revenues received during FY07 to cover Bridge Restoration \$ 28,438.00  
Funding recovery is expected @ 75% FEMA, 12% VEMA,  
and 13% Town match.
- E YTD Haunted Trail revenues, less YTD expenses: \$ 31,861.37  
(this includes the VML prior year loss recovery)
- F Cell franchise fees includes a direct deposit from the  
Commonwealth for \$8,200 being researched for possible  
reclassification.



**SPECIAL CLIFTON TOWN COUNCIL MEETING AUTHORIZED BY TOWN  
COUNCIL  
for THURSDAY, October 18, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA  
20124**

Town Council members present: Mayor Peterson, Mike Anton, Lane Johnston,  
Pat Layden, Wayne Nickum, and Chuck Rusnak.  
Town Official present: Marilyn Barton, Kathleen Barton

**PUBLIC HEARING AMENDED TOWN BUDGET FYE 08-06**

Tom Peterson called the Public Hearing to order at 7:31 pm.

**Town Budget amendments-discussion & approval**

The general public has no comments.

**Motion:** Wayne Nickum made a motion to close the public hearing at 7:32 pm.  
Mike Anton seconded the motion, and it passed.

Tom Peterson called the first special Town Council meeting to order.

**Town Budget amendments-discussion & approval**

**Motion:** Wayne Nickum made a motion to approve the proposed budget  
for the fiscal year, closing June 30, 2008. Mike Anton seconded.

Chuck Rusnak added that on the Wine Festival there was an estimate that  
the Town would be bringing in \$50k and expenses of \$25k which is about 7,000  
more than the Town cleared in the present year. Wayne Nickum explained that  
the next Wine Festival's expenses would be reduced. Tom Peterson stated that  
the Town has about 5,000 dollars worth of wine glasses, therefore will be saving

about 5,000 dollars from the past Wine Festival because the Town doesn't have to buy the wine glasses. The Town, in addition, had a lot of first year "start up costs." Plus, Wayne Nickum added, the Town will not be purchasing T-shirts for the next Wine Festival. Chuck Rusnak asked if the Town incurs any more costs with promoters. Tom Peterson responded only if the promoters work for the Town. Markus Silva volunteered to take chair of the position. He has high hopes for the next Wine Festival, Mr. Peterson explained, because it was so successful the previous year. Of course it would always be dependant on weather, however it could well exceed the 7,000 extra. The revenue, he continued, didn't exceed; the Town brought in \$48,000 total. Chuck Rusnak noted that, on the budget, it said \$38,000 total instead of \$48,000. Mike Anton stated that the Town Council was going to add an event to the budget. Wayne Nickum explained that the forecast was approved previously, rather the Town Council was talking about putting in new figures for purposes of new budget items. Pat Layden commented that the thought was that the Town would have another Wine Festival before June 30, 2008, therefore the Town would be having two Wine Festivals in one fiscal year. The second Wine Festival, Mr. Layden continued should reflect a higher figure. Lane Johnston asked if Marcus Silva would be contributing to the second Wine Festival in the same manner (and amount) as he did the first. Tom Peterson replied that yes, Mr. Silva would be contributing. When he signed up for the contribution of \$10,000 for the first Wine Festival, it was with the promise that if the Town had a successful event—which it did—he would have the chance again to be the main sponsor. Everyone on the Town Council agreed that the figures were accurate.

### **Town money policies-discussion & approval**

Wayne Nickum said that he sent the proposed amended Money Management Policies out in e-mail, and that it was open for discussion. Lane Johnston asked when it would take effect. Wayne Nickum replied that it would take effect when the Town Council passes it. Mike Anton stated that the reason this came to order was because of the missing Haunted Trail money. When that event occurred, the rules came about, the rules open for discussion were just revised rules from the formal policy. Wayne Nickum commented that the goal was to make them more realistic and there were changes made. Chuck Rusnak believed that the rules were realistic and if the Town Council were governing DC the rules would be extremely necessary, however they're dealing with volunteers. He asked if the Town Council was going to give this to the chairs and all the people on the Committees saying that they have to follow the rules? Wayne Nickum responded yes. Mike Anton explained that they were more like guidelines than actual rules. Tom Peterson agreed with the rules; he believed that formality is necessary when people have to handle money and that the Town Council should have a check list. Tom Peterson noted that everyone on the Town Council already had a chance to make their adjustments, and he believed that they should table the discussion for the next meeting. Lane Johnston believed that the

Town Council should leave the rules the way they were, Wayne Nickum agreed.

**Motion:** Wayne Nickum made a motion that it be approved. Chuck Rusnak seconded the motion, and it passed.

### **Buckley Park Bridge-Invoice Nitz Construction Company-approval**

Pat Layden passed out the copies of the final invoice. The project was finished with a final invoice amount of \$79,300.

**Motion:** Pat Layden made a motion that the bill to Nitz Construction in the amount of \$79,300 be authorized to be paid. Wayne Nickum seconded the motion, and it passed.

Pat Layden pointed out to Treasurer Marilyn Barton that the date due on the invoice was the 23<sup>rd</sup>. If the check could be issued the following day and sent, that'd be great. Treasurer Marilyn Barton replied that it was all set.

**Motion:** Pat Layden made a motion to add the discussion to the agenda. Wayne Nickum seconded, and the motion passed.

**Motion:** Under item four, Pat Layden made a motion to approve to pay \$896.30 for Nitz Construction. Wayne Nickum seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion that the first meeting called by the Town Council be adjourned at 8:03 pm. Pat Layden seconded the motion, and it passed.

**SPECIAL CLIFTON TOWN COUNCIL MEETING CALLED BY MAYOR IMMEDIATELY FOLLOWING SPECIAL CLIFTON TOWN COUNCIL CALLED BY TOWN COUNCIL AS NOTED ABOVE.**

The Town Council special meeting was called to order at 8:03 pm.

### **Signage on public right of way in Town of Clifton**

Tom Peterson began explaining that people in Town seem to be upset with the signs that were posted illegally on driveways within Town limits. Wayne Nickum added that everyone got copies through e-mail, and basically it says that if the Town Council wanted to designate for people to pick signs up in Town, they can pick up signs, however not outside of Town. For example, in certain places, like in the triangle which is obviously in the state right of way. The Town could focus on political signs, Mr. Nickum continued. The Town Council could authorize people to pick up signs after a certain amount of time.

Tom Peterson commented that the thing that bothers people is specifically

political signs that go up at this time of year. People are angry over the abundance of political signs. If each candidate had one sign it would make sense, but when everybody has twenty signs at one location, there's a problem. Lane Johnston clarified that Tom Peterson had received complaints about signs; she then asked if these signs are picked up, how would it benefit the Town. Tom Peterson replied that it would clean up the Town. Lane Johnston thought that it would be discrimination if only the political signs are picked up. Chuck Rusnak didn't agree. Pat Layden thought that the Town should pick them all up. Mike Anton didn't believe that anybody's sign should be picked up. Wayne Nickum noted that the Town would not have the authority to take someone's sign out of the public right of way without Town Council authorization.

**Motion:** Tom Peterson made a motion that the Town Council authorize the Beatification Committee to take down political signs within town limits on the state right of way. Wayne Nickum seconded the motion. There were two opposed (Lane Johnston and Chuck Rusnak), however, the motion passed.

#### **Approval of Bill to Repair and Repaint Town Playground Equipment**

Wayne Nickum began by noting the bill is for \$2,582. He believed that the restoration of the playground equipment was a wonderful product.

**Motion:** Lane Johnston made a motion to approve the bill for the repair and repainting of the Town Playground Equipment. Wayne Nickum seconded, and the motion passed.

#### **Authorize Three Persons as Money Handlers for Clifton Haunted Trail Event**

**Motion:** Lane Johnston made a motion to appoint Michelle Stein, Chuck Rusnak, and Wayne Nickum. Pat Layden seconded, and the motion passed.

#### **Appoint Emily Anderson to Clifton Playground Committee**

**Motion:** Pat Layden made a motion to appoint Emily Anderson to the Clifton Playground Committee. Wayne Nickum seconded, and it passed.

#### **Appointment of Household Memberships to Clifton Playground Committee for residential property owners adjoining Clifton Town Park if requested by property owners.**

Wayne Nickum recommended that the Playground Committee formalize the offer of membership to one representative of each family residing along the playground. Wayne Nickum noted that he would like to be on it. Pat Layden was okay with a one person per household membership.

**Motion:** Pat Layden made a motion to approve any person who wishes to be a part of the Park Committee, to the Park Committee. Wayne Nickum seconded, and the motion passed.

**Motion:** Pat Layden made the motion to adjourn at 8:28 pm. Lane Johnston seconded, the motion passed.

The Minutes were prepared by Kathleen L. Barton, Town Clerk.

11/03/07

**Town of Clifton**  
**Cash Balance Report**  
As of November 3, 2007

	<u>Nov 3, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking-SunTrust	50,353.75
<b>Investments-LGIP</b>	
CPC PC Escrow Fund	533.15
Haunted Trail Funds	6,863.76
Investments-LGIP - Other	336,486.03
<b>Total Investments-LGIP</b>	<u>343,882.94</u>
UBS Investment	50,368.95
<b>Total Checking/Savings</b>	<u>444,605.64</u>
<b>Total Current Assets</b>	<u>444,605.64</u>
<b>TOTAL ASSETS</b>	<u><u>444,605.64</u></u>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Ordinary Income/Expense						
Income						
Committees Fundraising						
Beautification Committee						
Homes Tour	0.00	416.67	0.00	1,668.64	5,000.00	
Total Beautification Committee	0.00	416.67	0.00	1,668.64	5,000.00	
Historic Preservation Comm						
Clifton Day Commemorative Covers	0.00	62.50	0.00	250.00	750.00	
Calendar for 2008	0.00	83.33	0.00	333.36	1,000.00	
Post Cards	0.00	62.50	0.00	250.00	750.00	
PO 100th Annv Rural Delivery	0.00	62.50	588.00	250.00	750.00	
Total Historic Preservation Comm	0.00	270.83	588.00	1,083.36	3,250.00	
Clifton Life Committee						
Wine Festival	2,530.62		53,437.33	34,300.00	34,300.00	A
Clifton Life Committee - Other	0.00	250.00	0.00	1,000.00	3,000.00	
Total Clifton Life Committee	2,530.62	250.00	53,437.33	35,300.00	37,300.00	
Council of the Arts						
Art Show & Sale	0.00	41.67	0.00	166.64	500.00	
Spring Concert	0.00		0.00		1,000.00	
Winter Concert	0.00		0.00		1,000.00	
Total Council of the Arts	0.00	41.67	0.00	166.64	2,500.00	
Total Committees Fundraising	2,530.62	979.17	54,025.33	38,216.64	48,050.00	
Interest Income	0.00	1,916.67	6,214.88	7,666.64	23,000.00	B
Clifton Day Revenues	0.00	500.00	0.00	500.00	500.00	
Community Hall Revenues						
Community Hall Rentals	1,937.65	1,000.00	2,903.15	4,000.00	12,000.00	C
Total Community Hall Revenues	1,937.65	1,000.00	2,903.15	4,000.00	12,000.00	
Grants						
Federal						
Federal Grant-Land						
CBA Match - Land	0.00	500.00	0.00	2,000.00	6,000.00	
Town Match - Land	0.00	350.00	0.00	1,400.00	4,200.00	
Federal Grant-Land - Other	0.00	4,250.00	0.00	17,000.00	51,000.00	
Total Federal Grant-Land	0.00	5,100.00	0.00	20,400.00	61,200.00	
FEMA	0.00	56,009.00	0.00	56,009.00	56,009.00	D
SAFET-LU Grant	0.00	13,148.25	0.00	52,593.00	157,779.00	
Total Federal	0.00	74,257.25	0.00	129,002.00	274,988.00	
Other						
CBA Grant	0.00	10,000.00	0.00	10,000.00	10,000.00	
Total Other	0.00	10,000.00	0.00	10,000.00	10,000.00	
State						
Fire Program Funds	0.00		0.00	8,000.00	8,000.00	
Total State	0.00		0.00	8,000.00	8,000.00	
Total Grants	0.00	84,257.25	0.00	147,002.00	292,988.00	
Haunted Trail Event	22,461.00		34,338.88			E
Other Income	0.00	16.67	2,016.48	66.64	200.00	
Park Rental	0.00	191.67	500.00	766.64	2,300.00	
S.R. - Litter Control Grant	0.00		0.00	1,000.00	1,000.00	
Tax and Permits Revenue						



**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Franchise Fees - Cox Cable	518.33	291.67	518.33	1,166.64	3,500.00	F
Franchise Fees - Cell Phones	340.49		12,110.97			
ABC Profits	0.00	9.17	0.00	36.64	110.00	
ARB Permits	0.00	8.33	0.00	33.36	100.00	
BPOL tax	62.00		147.00		20,000.00	
Cigarette Tax	263.65	250.00	1,135.48	1,000.00	3,000.00	
Motor Vehicle Tags	1,181.00	5,800.00	3,340.00	5,800.00	5,800.00	
Railroad Tax	0.00	100.00	0.00	400.00	1,200.00	
Sales Tax	1,991.74	1,666.67	3,969.66	8,666.64	20,000.00	
Use Permits	25.00	25.00	225.00	100.00	300.00	
Utility Consumption Tax	121.60	91.67	230.93	366.64	1,100.00	
<b>Total Tax and Permits Revenue</b>	<b>4,503.81</b>	<b>8,242.51</b>	<b>21,677.37</b>	<b>15,569.92</b>	<b>55,110.00</b>	
<b>Total Income</b>	<b>31,433.08</b>	<b>97,103.94</b>	<b>121,676.07</b>	<b>214,788.48</b>	<b>435,148.00</b>	
<b>Expense</b>						
<b>Payroll Expenses</b>						
<b>Gross Wages</b>						
Town Clerk (Administrative)	0.00		0.00		4,600.00	
Town Treasurer	0.00		0.00		8,000.00	
<b>Total Gross Wages</b>	<b>0.00</b>		<b>0.00</b>		<b>12,600.00</b>	
<b>Payroll Taxes</b>						
FICA	0.00		0.00		1,978.00	
<b>Total Payroll Taxes</b>	<b>0.00</b>		<b>0.00</b>		<b>1,978.00</b>	
<b>Total Payroll Expenses</b>	<b>0.00</b>		<b>0.00</b>		<b>14,578.00</b>	
<b>Contractual</b>						
Insurance	0.00		6,145.00	6,200.00	6,200.00	
<b>Town Government</b>						
<b>Planning Commission</b>						
General Consulting	0.00	250.00	1,416.46	1,000.00	3,000.00	
Update Town Plan	0.00	1,041.67	0.00	4,166.64	12,500.00	
Regional Water Study	0.00	138.92	0.00	555.64	1,667.00	
<b>Total Planning Commission</b>	<b>0.00</b>	<b>1,430.59</b>	<b>1,416.46</b>	<b>5,722.28</b>	<b>17,167.00</b>	
<b>Town Committees Expense</b>						
Traffic, Parking & Safety Comm	0.00	108.33	0.00	433.36	1,300.00	
Town Parks Committee Exp	0.00	225.00	0.00	900.00	2,700.00	
<b>Historic Preservation Comm Exp</b>						
HPC Membership & Educ Exp	0.00	29.17	0.00	116.64	350.00	
Clifton Elem School Exp	0.00	31.25	0.00	125.00	375.00	
Clifton Day Commemorative Cover	0.00		0.00	500.00	500.00	
Calendar 2008 Exp	0.00		0.00		775.00	
Post Cards Expense	0.00	41.67	0.00	166.64	500.00	
PO 100th Rural Anniv Exp	0.00		201.08	500.00	500.00	
<b>Total Historic Preservation Comm Exp</b>	<b>0.00</b>	<b>102.09</b>	<b>201.08</b>	<b>1,408.28</b>	<b>3,000.00</b>	
<b>Clifton Life Committee</b>						
Citizens' Recognition Expense	0.00	16.67	0.00	66.64	200.00	
Wine Festival Expenses	0.00		38,062.68	16,313.00	16,313.00	A
<b>Total Clifton Life Committee</b>	<b>0.00</b>	<b>16.67</b>	<b>38,062.68</b>	<b>16,379.64</b>	<b>16,513.00</b>	
<b>Communication Committee</b>						
Internet Service	0.00	20.83	0.00	83.36	250.00	
Web Server Annual Expense	0.00	91.67	0.00	366.64	1,100.00	
<b>Total Communication Committee</b>	<b>0.00</b>	<b>112.50</b>	<b>0.00</b>	<b>450.00</b>	<b>1,350.00</b>	
<b>Council for the Arts Committee</b>						
Art Show & Sale Expenses	0.00	25.00	0.00	100.00	300.00	

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget
Winter Concert	0.00		0.00		1,000.00
Spring Concert Expenses	0.00		0.00		1,000.00
Total Council for the Arts Committee	0.00	25.00	0.00	100.00	2,300.00
Sunshine Committee	0.00	125.00	100.00	500.00	1,500.00
Total Town Committees Expense	0.00	714.59	38,363.76	20,171.28	28,663.00
Beautification Comm.					
Homes Tour/Bazaar Exp	0.00		0.00		3,000.00
Beautification Comm. - Other	0.00	416.67	0.00	1,666.64	5,000.00
Total Beautification Comm.	0.00	416.67	0.00	1,666.64	8,000.00
Total Town Government	0.00	2,561.85	39,780.22	27,560.20	53,830.00
Professional Fees					
Accounting	0.00	3,500.00	0.00	3,500.00	3,500.00
Legal Fees	857.40	833.33	4,064.39	3,333.36	10,000.00
Special Counsel	0.00	125.00	1,893.40	500.00	1,500.00
Total Professional Fees	857.40	4,458.33	5,957.79	7,333.36	15,000.00
Rent					
Ayre Square Rental	0.00		472.23	700.00	700.00
Railroad Siding Rental	0.00		100.00	775.00	775.00
Total Rent	0.00		572.23	1,475.00	1,475.00
Town Facilities					
Buckley Park FEMA Cleanup	0.00		31.50		
Grounds Maintenance	17.75	125.00	1,087.75	500.00	1,500.00
R.R. Siding/Caboose Maint.	0.00	20.83	0.00	63.36	250.00
Total Town Facilities	17.75	145.83	1,119.25	563.36	1,750.00
Town Services					
Elections	0.00		0.00		800.00
Fire Program	0.00	6,000.00	0.00	6,000.00	8,000.00
Grass Mowing	600.00	400.00	1,950.00	1,600.00	4,800.00
Trash Collection	0.00	91.67	384.00	366.64	1,100.00
Utilities					
Gas and Electric	0.00	66.63	(488.20)	266.96	800.00
Town Voice Mail	32.42		171.10		
Water	93.50		93.50		
Total Utilities	125.92	66.63	(223.60)	266.96	800.00
Total Town Services	725.92	8,558.30	2,110.40	10,233.80	15,500.00
Dues and Subscriptions					
Va. Municipal League	0.00		344.00	450.00	450.00
Total Dues and Subscriptions	0.00		344.00	450.00	450.00
Caboose Expenses					
Caboose Electric	0.00	20.83	0.00	83.36	250.00
Total Caboose Expenses	0.00	20.83	0.00	83.36	250.00
Community Hall Expenses					
C.H.-Cleaning	0.00	325.00	0.00	1,300.00	3,900.00
C.H.-Equipment	0.00	33.33	175.00	133.36	400.00
C.H.-Ffx Co Maint. Contract	0.00	275.00	0.00	1,100.00	3,300.00
C.H.-General Maintenance	0.00		666.02		
C.H.-Management Fee	387.53	200.00	765.37	800.00	2,400.00
C.H. - Electric	0.00	1,290.00	286.54	5,160.00	15,480.00
C.H. Floors	0.00	175.00	498.00	700.00	2,100.00

Notes

**Town of Clifton**  
**Profit & Loss Budget Performance**  
**October 2007**

	Oct 07	Budget	Jul - Oct 07	YTD Budget	Annual Budget	Notes
Total Community Hall Expenses	387.53	2,298.33	2,391.93	9,193.36	27,580.00	C
Legal Advertising	72.00	83.33	516.00	333.36	1,000.00	
Miscellaneous	0.00	108.33	297.05	433.36	1,300.00	
Printing and Reproduction	0.00	25.00	0.00	100.00	300.00	
Total Contractual	2,060.80	18,260.13	59,233.87	63,978.96	124,635.00	
Haunted Trail Expenses	2,477.51		2,477.51			E
Commodities						
Computer Supplies	0.00	58.33	357.44	233.36	700.00	
Copies	0.00	8.33	27.24	33.36	100.00	
License Plates	0.00		671.25	900.00	900.00	
Miscellaneous	88.18	208.33	88.18	833.36	2,500.00	
Miscellaneous - Commodities	0.00	41.67	0.00	166.64	500.00	
Office Supplies	11.99	41.67	422.59	166.64	500.00	
Postage and Delivery	91.69	41.67	407.70	166.64	500.00	
Total Commodities	191.86	400.00	1,974.40	2,500.00	5,700.00	
CIF Expenses						
FEMA - Buckley Bridge Repair	80,254.28	62,232.00	82,290.86	62,232.00	62,232.00	D
CIF-Playground Impr.	2,546.00	2,354.17	2,548.00	9,416.64	28,250.00	
CIF - Land Purchase	0.00	10,000.00	0.00	10,000.00	10,000.00	
Total CIF Expenses	82,800.28	74,586.17	84,838.86	81,648.64	100,482.00	
Fed Fund-Transportation Proj						
F.F.- Transp. Project-Trails	0.00	5,100.00	0.00	20,400.00	61,200.00	
Total Fed Fund-Transportation Proj	0.00	5,100.00	0.00	20,400.00	61,200.00	
SAFET-LU Grant Administrator	0.00	1,888.25	0.00	7,593.00	22,779.00	
SAFET-LU Improvements	0.00	10,833.33	0.00	43,333.36	130,000.00	
Special Revenue Expenses						
S.R. - Litter Control	0.00	1,000.00	0.00	1,000.00	1,000.00	
Total Special Revenue Expenses	0.00	1,000.00	0.00	1,000.00	1,000.00	
Total Expense	87,532.25	112,077.88	148,524.64	220,453.96	460,374.00	
Net Ordinary Income	(56,089.17)	(14,973.94)	(26,848.57)	(5,665.48)	(25,226.00)	
Other Income/Expense						
Other Expense						
Other Expenses	0.00	208.33	0.00	833.36	2,500.00	
Total Other Expense	0.00	208.33	0.00	833.36	2,500.00	
Net Other Income	0.00	(208.33)	0.00	(833.36)	(2,500.00)	
Net Income	(56,089.17)	(15,182.27)	(26,848.57)	(6,498.84)	(27,726.00)	

Notes:

- A Year-to-date Wine Festival Income after expenses \$ 15,375.00
- B Interest Income is pending receipt of October statements
- C YTD Community Hall Income after expenses \$ 511.26
- D FEMA revenues received during FY07 to cover Bridge Restoration  
Funding recovery is expected @ 75% FEMA, 12% VEMA,  
and 13% Town match. \$ 28,438.00
- E YTD Haunted Trail revenues, less YTD expenses:  
(this includes the VML prior year loss recovery) \$ 31,861.37
- F Cell franchise fees includes a direct deposit from the  
Commonwealth for \$8,200 being researched for possible  
reclassification.

**Barton, Marilyn**

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**om:** Kathleen .b. [babysquirrels7@cox.net]

**Sent:** Sunday, November 04, 2007 11:37 AM

**To:** Mom; Barton, Marilyn; Chuck Rusnak; Mr. Anton; Lane Johnston; Mr. Peterson; Pat Layden; mr. nickum

**Subject:** both Minutes

Hello everyone,

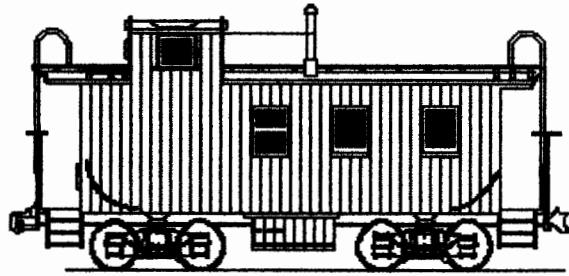
I offer my sincere apology for sending these Minutes out so late. This past month the computer crashed and it took a great number of days to retrieve my notes from the meeting. My family and I also had to take some unexpected trips to Delaware as my grandma has been in and out of the hospital repeatedly.

If there are any edits in the time remaining please let me know.

Thanks,  
Kathleen Barton

11/5/2007

\*



**CLIFTON TOWN MEETING MINUTES for TUESDAY, October 2, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA 20124**

**Members of Town Council present:** Mayor Tom Peterson, Chuck Rusnak, Pat Layden, Mike Anton, Wayne Nickum, and Lane Johnston.

**Town Officials present:** Marilyn Barton, Kathleen Barton

**Order of business**

Mayor Tom Peterson called the Town Council meeting to order 7:36 pm.

Wayne Nickum proposed an addition to the Agenda: the Clifton Day resolution, the Town money management policy, as Item F.

**Citizen Recognition award by Chuck Rusnak:**

Chuck Rusnak announced that Debra Dillard was being recognized for work done on the farmers market for last several years. She will be present at the November meeting, as she couldn't be present at the October meeting.

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

**Motion:** Wayne made a motion to approve the Town Council Minutes for September 4, 2007. Pat Layden seconded the motion, and it passed.

**2. Report of the Treasurer**

Marilyn Barton presented the Treasurer's report, beginning with the Cash Balance. Current assets were \$489,717.91; total income: \$79,477; total expenses: \$61,318, and a net income of \$18,159. Wayne Nickum added some additional information, stating that the Wine Festival was

outstanding, the Haunted Trail, \$11,000 was from VML. He noted that those numbers were not the income of the present year, he was just bringing the Town Council up to date. The Community Hall, \$966, reflected the first quarter case received and a deposit was just received. The Gross Income for the Community Hall was \$1800, and the three month's expenses were \$2,500. Tom Peterson asked the difference in the electric bills. Wayne Nickum responded that he couldn't give dollar figures but comparison would be changed to system in the Community Hall, at a 81% decrease in kilowatt use to date. Wayne Nickum believed, however, that if other costs were added in, the Town would be looking at a 85% reduction. Chuck Rusnak asked if Wayne Nickum meant that the 11k was insurance money that the Town got for funds that had been misplaced. Wayne Nickum responded yes.

**Motion:** Wayne Nickum made a motion to approve the Treasurer's Report. Tom Peterson seconded the motion, and it passed.

It was also noted that the auditors would be coming to Town on October 18-19. Lane Johnston inquired what the actual days where. Tom Peterson graciously offered that the auditors meet on the second floor of his garage. The Town Council agreed this was plausible.

### **3. Reading of communication**

Tom Peterson reported that there was no reading of communication. Chuck Rusnak asked if Tom Peterson had had a discussion with the Fire Chief over the issue of fire hydrants. Tom Peterson responded that the Fire Department has the addresses and the knowledge of every place that has a swimming pool in the event that they would have to resupply the pump trucks. Tom Peterson noted that this is only the back up plan if there was no way for them to obtain water out of the 8-acre park. Chuck Rusnak was curious about the fire that took place in Town on Christmas Eve, how the Fire Men were running up the streets looking for fire hydrants, appearing to be desperate for water. Lane Johnston noted that they were not our Town's Fire Department. Tom Peterson added that they were going to have another pump truck heading in from Fair Oaks and Prince William, however they were searching for extra water just in case. Marcus Silva noted that there is a supply tank underneath the Town Hall containing about two tanks of water. Tom Peterson said that a Town Meeting had taken place with the Fire Department and they had explained their process. He was comfortable with it. Pat Layden had noticed that the trucks from other areas had come to Town before to "pump up." He had never seen them before the fire. Chuck Rusnak added that the Fire Departments have been trying real hard to practice, exercise, and get it right, but presently there wasn't any water. Pat Layden believed that hopefully there will be water in the creek when the Fire Department needs it.

#### **4. Citizens' remarks.**

Michelle Stein began, saying that if there was anyone present who hadn't yet volunteered for Clifton Day, they should see Tom. Chuck Rusnak asked Michelle Stein if she could fill him in for the vendors parking on Sunday morning on Chapel Street. Lynn Garvey Wark asked the Town Council if her Canary Cottage guests would be able to leave Clifton if they needed to go out during Clifton Day. She also asked if her husband, Bill Wark, would be able to get back into town upon returning home from an early Church service. Tom Peterson responded that Bill would have difficulty, so Mr. Peterson decided to speak with Mrs. Wark after the Town Meeting. Donna Netschert asked if residents of the town could park their cars in the Clifton Elementary School parking lot if they needed to leave at some point during Clifton Day. Tom Peterson responded that yes, no money would be charged if they parked there; the Town obtained a permit.

#### **5. Unfinished business.**

##### **a. Buckley Bridge repair update (Pat Layden), FEMA update (Lane)**

Pat Layden presented the Buckley Bridge repair update, reporting very good news. Since the Town issued notice to proceed on August 28, 2007 to the end of September, 95 % of the work had been completed. Presently it seemed to Mr. Layden that the job would be done by that Friday, October 5, 2007. There would also be, he continued, a final walk through that week. Pat Layden complimented Nitz Construction, who, he said, had been very professionally aggressive; the work done was excellent. In conclusion, Mr. Layden continued, the original goal was to have the bridge finished by October 9, but the bridge was to be finished by the fifth. Tom Peterson agreed that was great news; he thanked Mr. Layden and the Committee for all the hard work they've done regarding the Buckley Bridge.

##### **b. Haunted Trail update (Lane Johnston)**

Lane Johnston announced that she had put together a "skeleton committee." The Town Council, she said, needed to approve the formal committee that evening. Lane Johnston then added that she would like to ask for \$6,000—\$3,000 would probably go to concessions. The last event, she commented, the Town brought in \$19,000. Lane Johnston asked Mr. Peterson if the people she'd been working with should be appointed to the committee; she then read a list of their names.

**Motion:** Tom Peterson made a motion to appoint the suggested persons to the Committee. Wayne Nickum seconded the motion, and it was passed.

Lane Johnston repeated that she'd need to spend \$6,000 dollars. Wayne Nickum responded that \$5,000 was budgeted. Chuck Rusnak asked if there was a Budget line item for the Haunted Trail. Wayne Nickum answered that there would

be a budget item later on. Tom Peterson noted that \$5,000 would be sufficient for the time being. Lane Johnston asked what the action plan would be if the Haunted Trail got rained out—she questioned if the Town would just cancel or would the Haunted Trail be delayed to Sunday night. Lane Johnston recommended canceling; the Town can't have a Haunted Trail on a Sunday night, besides it would be a school night. Tom Peterson commented that the Wine Festival was a rain or shine event and the Haunted Trail is a Saturday or nothing event, rain or shine.

**Motion:** Wayne Nickum made a motion that \$5,000 be authorized for the Haunted Trail. Tom Peterson seconded the motion, and it passed. Tom Peterson congratulated Lane Johnston.

**c. Revenue Survey (Mike Anton) vote needed**

Mike Anton presented the Revenue Survey update. The process that the Committee—consisting of Lynn Garvy Wark, Wayne Nickum, and himself—came up with was that the Town use the voter list to mail out the survey. Mr. Anton wished to table that discussion until the next meeting, when there would be more time to discuss it. Wayne Nickum noted that the Town Council needed to approve the survey. The letter, Mr. Anton answered, was being approved, along with the survey form; it could be discussed during the November meeting.

**d. Verizon line burial update (Tom Peterson and Mike Anton)**

Mike Anton began that the Town received the proposal from Verizon for \$53,000 for the Weaver house on Main Street over to Chapel Road to the next pole, across Main Street through Air Square, up the pole and over Chapel Road. Faze one, he continued, would be to move the lines from Main Street out of Town through Chapel Road, moving lines from the left hand to the right hand side on larger poles and taking down those poles. Another faze would be through the Flood Plane in front of the Hermitage. Tom Peterson verified that that it was \$53,000 for this to be done. Mike Anton responded that yes, the Construction Co. said that was a normal price. The Town could cover the project under the VDOT price, he continued; the Town does have the authorization tied up 90% with VDOT, according to them. The Town could cover the costs under the Main Street Advancement Funds. Tom Peterson asked if Mike Anton would please give everyone present at the meeting his opinion on how Verizon “dropped the ball and been in reach in what they agreed to.”

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Mike Anton read off a list of seven items:

- 1) There were a couple poles in Town that Verizon had inspected; it was determined that they belonged to NOVEC: some of the wires on Dell Avenue and on School Street; there was one on Main Street that was just coils of wire. Verizon took a look but determined that they were not responsible for fixing it.
- 2) Fiber Optics Negotiation: the build out for Centreville had been done, but people could not get ??? Phyos internet; no one in Town had been able to get Phyos Television. The Sales Representatives have been saying that it is



a Town issue.” They have not figured out why they haven’t been able to get the Television in the Town of Clifton, however. Lane Johnston asked if Phyos was available on the other side of Town. Mike Anton answered yes; he had been working on it. Now Frog Hill has been able to get Phyos telephone, however Lane Johnston’s street has still not been able to obtain it, neither has Clifton Heights and across the Railroad Tracks. Tom Peterson asked if anyone present was upset about this—Phyos had promised to help the Town reach its goals of taking down Telephone poles, but once they got through Town they stopped. Even, Mike Anton had a scheduled meeting with them, and they never showed. Michelle Stein noted that they had also refused to sponsor Clifton Day. Chuck Rusnak proposed that there is a VA State Cooperate Commission, and Verizon had recently lost a Law Suit for forgetting a number. Could the Town, Mr. Rusnak wondered, make a case. Tom Peterson said that the Town Council should speak with Giff Hampshire about the issue. Wayne Nickum believed that they should write a letter. Mike Anton concluded the update sharing, on a lighter note, that Cox had agreed to do the “Monsters Under the Moon” movie. Lane Johnston added that they’re donating popcorn!

**e. Town issues and report on VDOT meeting (Tom Peterson)**

Tom Peterson began that two weeks earlier VDOT had sent a representative to do a walk through the Town. Susan Yantis, Wayne Nickum, and Tom Peterson walked around with them. VDOT was helpful, he continued, and they will be taking care of the areas in Town where the pipes need cleaning out. Wayne Nickum informed Mr. Peterson that VDOT would be sending a timeline to him through E-mail. VDOT will be milling Chapel Road in 6-9 months, Mr. Nickum continued, a good 3 inches. Judy McNamara exclaimed that VDOT had never milled down Chapel Road before—all they’d ever done was put more asphalt on. Tom Peterson responded that VDOT is willing to work with the Town on various issues.

**f. Community Hall rental contract update (Lane Johnston)**

Lane Johnston proposed to save this discussion for the November meeting, as the Committee had not yet met—they were scheduled to meet the following day, Wednesday, October 3, 2007.

**g. Tabled items from last Town Council Meeting**

Wayne Nickum noted one tabled item from the previous September meeting: voicemail. Chuck Rusnak announced the cost of voicemail: presently the Town had been paying \$32 and change a month for a number, plus ten mailboxes. Chuck Rusnak’s opinion was that the Town needs a Town phone number with voicemail, so that there is a way for people to reach the Mayor or the Town Council if they do not want to call them at home - for example, those in business outside of Town. Mike Anton commented that the Town Council could just share one number—they wouldn’t even need to check the voicemail, it could be E-mailed to them or sent to their cell phone. Chuck Rusnak agreed, he then proposed he

pursue the idea and see how it works. Pat Layden was in support of one number for the Town.

**Motion:** Wayne Nickum made a motion to table the discussion for the November meeting. Tom Peterson seconded the motion, and it passed.

## **6. Reports of Committees, Planning Commission, and ARB**

### **a. Planning Commission**

Michelle Stein passed out a few papers. Kathy Baber, she informed the Town Council, was out of town. Concerning the Weaver house, it was the same basic request as the previous month from Jerry De Money. The Planning Commission recommended approval for Jerry De Money's Use Permit for the Weaver house basement.

**Motion:** Wayne Nickum made a motion to approve the recommendation of the Planning Commission to approve Jerry Do Money's use permit. Pat Layden seconded the motion, and it was passed.

### **b. ARB**

The ARB did not have a meeting. Donna Netschart commented that she had a sign application for the leash law, encouraging dog owners to always have their dogs on leashes. She was asked to bring the application back to the ARB, but they did not have a meeting, so, she asked, would she need to wait until the following month to hang her sign. Mrs. Netschart then added that the plants really needed to be planted around the gazebo, and asked if the ARB had jurisdiction over "planting." Pat Layden believed that it would be good business for the Town Council members to take a look at it before Mrs. Netschart proceeded. Tom Peterson asked the cost of landscaping. Wayne Nickum responded that it had not yet been determined, but at the meeting Bill Ference presented a plan which included the alteration of the Gazebo: not taking the entire back off but rather replicating what was on the front and putting it on the back also. In addition, they were planning to put in a brick walkway around the Gazebo. Wayne Nickum noted that the Planning Commission had approved having additional equipment put into the park, adding moveable benches, moveable trash cans, new picnic tables. Tom Peterson believed that the issue should go to the ARB, so the Town Council could not do anything about it during that meeting. Mr. Peterson proposed to table the discussion for the November meeting, when Royce Jerrendt would be there to present.

**Motion:** Wayne Nickum made a motion to have the planting and landscaping issue go back to the Park Committee. Tom Peterson seconded the motion, and it passed.

### **c. Name change for the Commercial District Committee to the Clifton Business Coalition and appointments to the committee.**

**Motion:** Wayne Nickum made a motion to change the Commercial District Committee's name to the "Clifton Business Coalition." Pat Layden seconded the motion, and it passed.

**d. Appointments to the to the Clifton Life Committee.**

Wayne Nickum read the list of the original members of the Clifton Life Committee: Deb Dillard, Judy M., Tom Peterson, Jeff Stein, Randy Thompson, Lynn Garvy Wark.

**Motion:** Wayne Nickum made a motion to appoint any business, upon requesting, in writing, to be on the Committee. Tom Peterson seconded the motion. Chuck Rusnak opposed, however, it passed.

**e. Clifton Business Coalition (CBC)**

Marcus Silva explained to the Town Council about the CBC. Wayne Nickum noted that there was a \$5,000 Business Coalition request. Tom Peterson clarified that Mr. Silva was saying Clifton business coalition would make recommendations and administer the fund to promote the Town. The CBC would need funds in order to promote marketing campaigns. The Town needed businesses in order to maintain town status—in other words, visibility for the Town: make Clifton a destination point. The CBC, Mr. Peterson continued, would come to the Town Council only on an as needed basis, request funds needed to generate revenue. The vision would be to bring in Christmas trees onto Chapel Road and have them lit up during the night. The CBC was also discussing putting a tent by the Heart in Hand where they will have the businesses represent themselves.

Marcus Silva noted that the CBC put a budget just through the holiday season. Wayne Nickum asked how long it would take them to prepare. The Town Council, he continued, would have to amend the budget: a Special Meeting will need to take place. Mr. Nickum asked if Mr. Silva had a dollar estimate so the Town Council could up the number then reduce it, for the proposed amendments. Then, he concluded, the Town Council would need to have a Public Hearing. Marcus Silva estimated about \$10,000 to \$12,000; \$5,000 budget for the present quarter. Chuck Rusnak added that if the CBC had an estimate for \$12,000 for a year, they should in the future say they'll return \$14,000 to \$15,000 of it. Treasurer Marilyn Barton suggested that the CBC develop a budget plan that would propose estimated revenues and expenses.

**Motion:** Concerning the Clifton Life Committee, Pat Layden made a motion to promote Markus Sylva and Wayne Nickum to the Clifton Life Committee. Tom Peterson seconded, and the motion passed. Mike Anton added that a Chairman's Committee meeting was coming up. He sent out an e-mail to all the Town Council members that day requesting they contact the Chairs of the Committee they supervise—there was a Committee Chair meeting scheduled for the following Wednesday, October 10, 7:30 pm in Tom Peterson's garage.

## **7. New business**

### **a. Town budget amendment discussion (Wayne Nickum ) vote needed**

Wayne Nickum reviewed the items of the Town budget:  
The Town will be planning a second Wine Festival in the spring of 2008, which will be included in the current fiscal year, on the first page of the Clifton Life Committee. There is no money in the budget yet for the Haunted Trail event, but a \$12,000 income. The Clifton Business Coalition income was \$14,000. This number was to be added to the proposed amended budget. On the third page of the budget are the listed expenses: The Clifton Life Committee Wine Festival was \$25,000 in expenses, the Haunted Trail expenses were \$5,000. The expenses for the Town Public Relations was \$5,000, Clifton Business Coalition was \$12,000 instead of \$5,000. The Town Council changed the Haunted Trail from \$5,000 to \$7,000. Wayne Nickum asked if there were any thoughts on the Haunted Trail expense. Lane Johnston proposed that the Town Council budget \$10,000 for upfront expenses. Wayne Nickum continued that on page four, there were some number adjustments. For FEMA, the numbers need to change to \$77,465; the bridge restoration: \$89,040. As soon as that is approved, Wayne Nickum continued, he would ask the Town Council to authorize a Public Hearing for the week of October 15<sup>th</sup>. The budget would need to be approved that same night.

**Motion:** Pat Layden made a motion to authorize a Public Hearing for October 18, for the budget which would be packaged. Tom Peterson seconded, and the motion passed.

### **b. Basketball court safety issue (Tom Peterson)**

Tom Peterson began by stating the changes made on the basketball court: the court was resurfaced. Wayne Nickum added that from Nitz's house dirt was used to make the service leveled of about 2 feet. The Town Council will be having a side contractor donate grass.

### **c. Town Park Project/budget discussion (Pat Layden)**

Pat Layden began by saying that it sounded like there were projects going on in the Town park, and he needed to understand what the projects were, who were working on them, and would the Town Council need to time table the money in order to do the job. One project was to refurbish the old equipment for the park. Two, create memorial placks for the park, and three, currently plan that Park Committee to do landscaping and maintenance. Concerning the first project of refurbishing the old playground equipment: Mike Anton and Pat Layden went down to the red barn in March and took out two pieces of the equipment. They had it sandblasted, took it to Mr. Kitner's shop on about May 1<sup>st</sup>, however it had been sitting there since that time. Pat Layden reported that he was not aware what was going on with the Memorial Placks. Mike Anton added that he had been receiving call from the Anderson Family—the revolution was passed from the Town Council in May of 2006. The Anderson family, Mr. Anton continued, knows about it, and

kept asking. He blamed it on the Park's Committee: there was a plan in the works, but he didn't have any more updates for them when they requested one. Wayne Nickum emphasized that the Town needed a plan—for example, that was where they discussed about where the equipment would be placed, where the garden would be. Wayne Nickum continued that the Town Council needed to decide what they're going to do: they didn't have the previous plan. Tom Peterson asked if couldn't the Town Council have the Committee work on this problem. He proposed they have the Committee find the plan.

**f. Event fee for use of town streets and property. Discussion (Pat Layden)**

Pat Layden explained that they would be looking at three papers that Fairfax County used: What they charge, how they issue a permit. This was strictly for fees if there were any outside of the Town Meeting Hall. The permit would cost \$25 for general use; if the use was for raising money, it would cost \$50, plus any additional fees. They would indicate on the application which fee they're applying for. They would receive a return letter that recaps what they've applied for and the applicant would sign the agreement. The park authority would take 15% of the gross revenue of the money collect. If it would be less than \$50, they would take \$50 and not refund it. This would be the applicant's business license for that event. For example, this process had been used for years with the Chapel Rd. Park for parking. Many years they would raise a fee of 15%. In around 2003 and 2004 the Town would ask for a waiver. Last year, the CBA had to pay \$150.00 ??? for cars that were parked. There were only three pieces of paper involved: if the Town wants to explore it, the document is still in the process of being made into a word format on the website. Lane Johnston didn't understand why this was needed. Tom Peterson responded that, like the Labor Day Car Show, it was a great event for everyone...however it disrupted a lot of lives, lots of money was raised. So Mr. Peterson believed that the Town should get a percentage back. The CBA gave more money than 15%, the CBA pledged \$6,000 the current year to improvements—other organizations weren't as good as the CBA. Tom Peterson concluded that he believed that the Town should get something back.

Concerning the Clifton Day resolution, Mike Anton began by saying that the resolution was that October 7<sup>th</sup> was Clifton Day.

**Motion:** Wayne Nickum made a motion that the Clifton Day resolution be approved. Tom Peterson seconded the motion, and it passed.

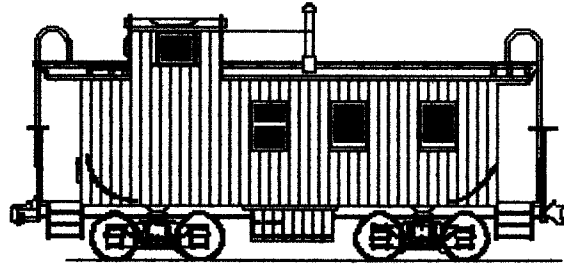
Wayne Nickum added that there were some things that should be discussed at a Special Meeting, such as approval of the Town Budget, and the Buckley Bridge invoices.

**Motion:** Wayne Nickum made a motion to set this Special Meeting for Thursday, October 18, 2007 after the Town Council Public Hearing, at 7:30 pm. Lane Johnston seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion to adjourn at 10:00 pm. Tom Peterson seconded the motion, and it passed.

**Adjournment**

The Minutes were prepared by Kathleen L. Barton, Town Clerk.



**SPECIAL CLIFTON TOWN COUNCIL MEETING AUTHORIZED BY TOWN  
COUNCIL  
for THURSDAY, October 18, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA  
20124**

Town Council members present: Mayor Peterson, Mike Anton, Lane Johnston, Pat Layden, Wayne Nickum, and Chuck Rusnak.

Town Official present: Marilyn Barton, Kathleen Barton

**PUBLIC HEARING AMENDED TOWN BUDGET FYE 08-06**

Tom Peterson called the Public Hearing to order at 7:31 pm.

**Town Budget amendments-discussion & approval**

The general public has no comments.

**Motion:** Wayne Nickum made a motion to close the public hearing at 7:32 pm. Mike Anton seconded the motion, and it passed.

Tom Peterson called the first special Town Council meeting to order.

**Town Budget amendments-discussion & approval**

**Motion:** Wayne Nickum made a motion to approve the proposed budget for the fiscal year, closing June 30, 2008. Mike Anton seconded.

Chuck Rusnak added that on the Wine Festival there was an estimate that the Town would be bringing in \$50k and expenses of \$25k which is about 7,000 more than the Town cleared in the present year. Wayne Nickum explained that the next Wine Festival's expenses would be reduced. Tom Peterson stated that the Town has about 5,000 dollars worth of wine glasses, therefore will be saving

about 5,000 dollars from the past Wine Festival because the Town doesn't have to buy the wine glasses. The Town, in addition, had a lot of first year "start up costs." Plus, Wayne Nickum added, the Town will not be purchasing T-shirts for the next Wine Festival. Chuck Rusnak asked if the Town incurs any more costs with promoters. Tom Peterson responded only if the promoters work for the Town. Markus Silva volunteered to take chair of the position. He has high hopes for the next Wine Festival, Mr. Peterson explained, because it was so successful the previous year. Of course it would always be dependant on weather, however it could well exceed the 7,000 extra. The revenue, he continued, didn't exceed; the Town brought in \$48,000 total. Chuck Rusnak noted that, on the budget, it said \$38,000 total instead of \$48,000. Mike Anton stated that the Town Council was going to add an event to the budget. Wayne Nickum explained that the forecast was approved previously, rather the Town Council was talking about putting in new figures for purposes of new budget items. Pat Layden commented that the thought was that the Town would have another Wine Festival before June 30, 2008, therefore the Town would be having two Wine Festivals in one fiscal year. The second Wine Festival, Mr. Layden continued should reflect a higher figure. Lane Johnston asked if Marcus Silva would be contributing to the second Wine Festival in the same manner (and amount) as he did the first. Tom Peterson replied that yes, Mr. Silva would be contributing. When he signed up for the contribution of \$10,000 for the first Wine Festival, it was with the promise that if the Town had a successful event—which it did—he would have the chance again to be the main sponsor. Everyone on the Town Council agreed that the figures were accurate.

### **Town money policies-discussion & approval**

Wayne Nickum said that he sent the proposed amended Money Management Policies out in e-mail, and that it was open for discussion. Lane Johnston asked when it would take effect. Wayne Nickum replied that it would take effect when the Town Council passes it. Mike Anton stated that the reason this came to order was because of the missing Haunted Trail money. When that event occurred, the rules came about, the rules open for discussion were just revised rules from the formal policy. Wayne Nickum commented that the goal was to make them more realistic and there were changes made. Chuck Rusnak believed that the rules were realistic and if the Town Council were governing DC the rules would be extremely necessary, however they're dealing with volunteers. He asked if the Town Council was going to give this to the chairs and all the people on the Committees saying that they have to follow the rules? Wayne Nickum responded yes. Mike Anton explained that they were more like guidelines than actual rules. Tom Peterson agreed with the rules; he believed that formality is necessary when people have to handle money and that the Town Council should have a check list. Tom Peterson noted that everyone on the Town Council already had a chance to make their adjustments, and he believed that they should table the discussion for the next meeting. Lane Johnston believed that the



Town Council should leave the rules the way they were, Wayne Nickum agreed.

**Motion:** Wayne Nickum made a motion that it be approved. Chuck Rusnak seconded the motion, and it passed.

#### **Buckley Park Bridge-Invoice Nitz Construction Company-approval**

Pat Layden passed out the copies of the final invoice. The project was finished with a final invoice amount of \$79,300.

**Motion:** Pat Layden made a motion that the bill to Nitz Construction in the amount of \$79,300 be authorized to be paid. Wayne Nickum seconded the motion, and it passed.

Pat Layden pointed out to Treasurer Marilyn Barton that the date due on the invoice was the 23<sup>rd</sup>. If the check could be issued the following day and sent, that'd be great. Treasurer Marilyn Barton replied that it was all set.

**Motion:** Pat Layden made a motion to add the discussion to the agenda. Wayne Nickum seconded, and the motion passed.

**Motion:** Under item four, Pat Layden made a motion to approve to pay \$896.30 for Nitz Construction. Wayne Nickum seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion that the first meeting called by the Town Council be adjourned at 8:03 pm. Pat Layden seconded the motion, and it passed.

#### **SPECIAL CLIFTON TOWN COUNCIL MEETING CALLED BY MAYOR IMMEDIATELY FOLLOWING SPECIAL CLIFTON TOWN COUNCIL CALLED BY TOWN COUNCIL AS NOTED ABOVE.**

The Town Council special meeting was called to order at 8:03 pm.

#### **Signage on public right of way in Town of Clifton**

Tom Peterson began explaining that people in Town seem to be upset with the signs that were posted illegally on driveways within Town limits. Wayne Nickum added that everyone got copies through e-mail, and basically it says that if the Town Council wanted to designate for people to pick signs up in Town, they can pick up signs, however not outside of Town. For example, in certain places, like in the triangle which is obviously in the state right of way. The Town could focus on political signs, Mr. Nickum continued. The Town Council could authorize people to pick up signs after a certain amount of time.

Tom Peterson commented that the thing that bothers people is specifically

political signs that go up at this time of year. People are angry over the abundance of political signs. If each candidate had one sign it would make sense, but when everybody has twenty signs at one location, there's a problem. Lane Johnston clarified that Tom Peterson had received complaints about signs; she then asked if these signs are picked up, how would it benefit the Town. Tom Peterson replied that it would clean up the Town. Lane Johnston thought that it would be discrimination if only the political signs are picked up. Chuck Rusnak didn't agree. Pat Layden thought that the Town should pick them all up. Mike Anton didn't believe that anybody's sign should be picked up. Wayne Nickum noted that the Town would not have the authority to take someone's sign out of the public right of way without Town Council authorization.

**Motion:** Tom Peterson made a motion that the Town Council authorize the Beatification Committee to take down political signs within town limits on the state right of way. Wayne Nickum seconded the motion. There were two opposed (Lane Johnston and Chuck Rusnak), however, the motion passed.

#### **Approval of Bill to Repair and Repaint Town Playground Equipment**

Wayne Nickum began by noting the bill is for \$2,582. He believed that the restoration of the playground equipment was a wonderful product.

**Motion:** Lane Johnston made a motion to approve the bill for the repair and repainting of the Town Playground Equipment. Wayne Nickum seconded, and the motion passed.

#### **Authorize Three Persons as Money Handlers for Clifton Haunted Trail Event**

**Motion:** Lane Johnston made a motion to appoint Michelle Stein, Chuck Rusnak, and Wayne Nickum. Pat Layden seconded, and the motion passed.

#### **Appoint Emily Anderson to Clifton Playground Committee**

**Motion:** Pat Layden made a motion to appoint Emily Anderson to the Clifton Playground Committee. Wayne Nickum seconded, and it passed.

#### **Appointment of Household Memberships to Clifton Playground Committee for residential property owners adjoining Clifton Town Park if requested by property owners.**

Wayne Nickum recommended that the Playground Committee formalize the offer of membership to one representative of each family residing along the playground. Wayne Nickum noted that he would like to be on it. Pat Layden was okay with a one person per household membership.

**Motion:** Pat Layden made a motion to approve any person who wishes to be a part of the Park Committee, to the Park Committee. Wayne Nickum seconded, and the motion passed.

**Motion:** Pat Layden made the motion to adjourn at 8:28 pm. Lane Johnston seconded, the motion passed.

The Minutes were prepared by Kathleen L. Barton, Town Clerk.

**Barton, Marilyn**

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**From:** Kathleen .b. [babysquirrels7@cox.net]  
**Sent:** Monday, November 05, 2007 10:14 AM  
**To:** Mom; Barton, Marilyn; Chuck Rusnak; Mr. Anton; Lane Johnston; Mr. Peterson; Pat Layden; mr. nickum  
**Subject:** october Minutes w/ edits

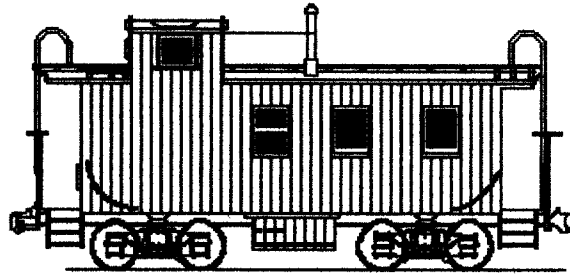
Hello everyone,

Again here are the October TC Minutes. Thanks Mr. Anton for edits!

Thanks,  
Kathleen Barton

11/5/2007

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**CLIFTON TOWN MEETING MINUTES for TUESDAY, October 2, 2007 7:30 PM  
CLIFTON TOWN MEETING HALL , 12641 CHAPEL ROAD, CLIFTON, VA 20124**

**Members of Town Council present:** Mayor Tom Peterson, Chuck Rusnak, Pat Layden, Mike Anton, Wayne Nickum, and Lane Johnston.

**Town Officials present:** Marilyn Barton, Kathleen Barton

**Order of business**

Mayor Tom Peterson called the Town Council meeting to order 7:36 pm.

Wayne Nickum proposed an addition to the Agenda: the Clifton Day resolution, the Town money management policy, as Item F.

**Citizen Recognition award by Chuck Rusnak:**

Chuck Rusnak announced that Debra Dillard was being recognized for work done on the farmers market for last several years. She will be present at the November meeting, as she couldn't be present at the October meeting.

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

**Motion:** Wayne made a motion to approve the Town Council Minutes for September 4, 2007. Pat Layden seconded the motion, and it passed.

**2. Report of the Treasurer**

Marilyn Barton presented the Treasurer's report, beginning with the Cash Balance. Current assets were \$489,717.91; total income: \$79,477; total expenses: \$61,318, and a net income of \$18,159. Wayne Nickum added some additional information, stating that the Wine Festival was

outstanding, the Haunted Trail, \$11,000 was from VML. He noted that those numbers were not the income of the present year, he was just bringing the Town Council up to date. The Community Hall, \$966, reflected the first quarter case received and a deposit was just received. The Gross Income for the Community Hall was \$1800, and the three month's expenses were \$2,500. Tom Peterson asked the difference in the electric bills. Wayne Nickum responded that he couldn't give dollar figures but comparison would be changed to system in the Community Hall, at a 81% decrease in kilowatt use to date. Wayne Nickum believed, however, that if other costs were added in, the Town would be looking at a 85% reduction. Chuck Rusnak asked if Wayne Nickum meant that the 11k was insurance money that the Town got for funds that had been misplaced. Wayne Nickum responded yes.

**Motion:** Wayne Nickum made a motion to approve the Treasurer's Report. Tom Peterson seconded the motion, and it passed.

It was also noted that the auditors would be coming to Town on October 18-19. Lane Johnston inquired what the actual days where. Tom Peterson graciously offered that the auditors meet on the second floor of his garage. The Town Council agreed this was plausible.

### **3. Reading of communication**

Tom Peterson reported that there was no reading of communication. Chuck Rusnak asked if Tom Peterson had had a discussion with the Fire Chief over the issue of fire hydrants. Tom Peterson responded that the Fire Department has the addresses and the knowledge of every place that has a swimming pool in the event that they would have to resupply the pump trucks. Tom Peterson noted that this is only the back up plan if there was no way for them to obtain water out of the 8-acre park. Chuck Rusnak was curious about the fire that took place in Town on Christmas Eve, how the Fire Men were running up the streets looking for fire hydrants, appearing to be desperate for water. Lane Johnston noted that they were not our Town's Fire Department. Tom Peterson added that they were going to have another pump truck heading in from Fair Oaks and Prince William, however they were searching for extra water just in case. Marcus Silva noted that there is a supply tank underneath the Town Hall containing about two tanks of water. Tom Peterson said that a Town Meeting had taken place with the Fire Department and they had explained their process. He was comfortable with it. Pat Layden had noticed that the trucks from other areas had come to Town before to "pump up." He had never seen them before the fire. Chuck Rusnak added that the Fire Departments have been trying real hard to practice, exercise, and get it right, but presently there wasn't any water. Pat Layden believed that hopefully there will be water in the creek when the Fire Department needs it.

#### **4. Citizens' remarks.**

Michelle Stein began, saying that if there was anyone present who hadn't yet volunteered for Clifton Day, they should see Tom. Chuck Rusnak asked Michelle Stein if she could fill him in for the vendors parking on Sunday morning on Chapel Street. Lynn Garvey Wark asked the Town Council if her Canary Cottage guests would be able to leave Clifton if they needed to go out during Clifton Day. She also asked if her husband, Bill Wark, would be able to get back into town upon returning home from an early Church service. Tom Peterson responded that Bill would have difficulty, so Mr. Peterson decided to speak with Mrs. Wark after the Town Meeting. Donna Netschert asked if residents of the town could park their cars in the Clifton Elementary School parking lot if they needed to leave at some point during Clifton Day. Tom Peterson responded that yes, no money would be charged if they parked there; the Town obtained a permit.

#### **5. Unfinished business.**

##### **a. Buckley Bridge repair update (Pat Layden), FEMA update (Lane)**

Pat Layden presented the Buckley Bridge repair update, reporting very good news. Since the Town issued notice to proceed on August 28, 2007 to the end of September, 95 % of the work had been completed. Presently it seemed to Mr. Layden that the job would be done by that Friday, October 5, 2007. There would also be, he continued, a final walk through that week. Pat Layden complimented Nitz Construction, who, he said, had been very professionally aggressive; the work done was excellent. In conclusion, Mr. Layden continued, the original goal was to have the bridge finished by October 9, but the bridge was to be finished by the fifth. Tom Peterson agreed that was great news; he thanked Mr. Layden and the Committee for all the hard work they've done regarding the Buckley Bridge.

##### **b. Haunted Trail update (Lane Johnston)**

Lane Johnston announced that she had put together a "skeleton committee." The Town Council, she said, needed to approve the formal committee that evening. Lane Johnston then added that she would like to ask for \$6,000—\$3,000 would probably go to concessions. The last event, she commented, the Town brought in \$19,000. Lane Johnston asked Mr. Peterson if the people she'd been working with should be appointed to the committee; she then read a list of their names.

**Motion:** Tom Peterson made a motion to appoint the suggested persons to the Committee. Wayne Nickum seconded the motion, and it was passed.

Lane Johnston repeated that she'd need to spend \$6,000 dollars. Wayne Nickum responded that \$5,000 was budgeted. Chuck Rusnak asked if there was a Budget line item for the Haunted Trail. Wayne Nickum answered that there would

be a budget item later on. Tom Peterson noted that \$5,000 would be sufficient for the time being. Lane Johnston asked what the action plan would be if the Haunted Trail got rained out—she questioned if the Town would just cancel or would the Haunted Trail be delayed to Sunday night. Lane Johnston recommended canceling; the Town can't have a Haunted Trail on a Sunday night, besides it would be a school night. Tom Peterson commented that the Wine Festival was a rain or shine event and the Haunted Trail is a Saturday or nothing event, rain or shine.

**Motion:** Wayne Nickum made a motion that \$5,000 be authorized for the Haunted Trail. Tom Peterson seconded the motion, and it passed. Tom Peterson congratulated Lane Johnston.

**c. Revenue Survey (Mike Anton) vote needed**

Mike Anton presented the Revenue Survey update. The process that the Committee—consisting of Lynn Garvy Wark, Wayne Nickum, and himself—came up with was that the Town use the voter list to mail out the survey. Mr. Anton wished to table that discussion until the next meeting, when there would be more time to discuss it. Wayne Nickum noted that the Town Council needed to approve the survey. The letter, Mr. Anton answered, was being approved, along with the survey form; it could be discussed during the November meeting.

**d. Verizon line burial update (Tom Peterson and Mike Anton)**

Mike Anton began that the Town received the proposal from Verizon for \$53,000 for the Weaver house on Main Street over to Chapel Road to the next pole, across Main Street through Air Square, up the pole and over Chapel Road. Faze one, he continued, would be to move the lines from Main Street out of Town through Chapel Road, moving lines from the left hand to the right hand side on larger poles and taking down those poles. Another faze would be through the Flood Plane in front of the Hermitage. Tom Peterson verified that that it was \$53,000 for this to be done. Mike Anton responded that yes, the Construction Co. said that was a normal price. The Town could cover the project under the VDOT price, he continued; the Town does have the authorization tied up 90% with VDOT, according to them. The Town could cover the costs under the Main Street Advancement Funds. Tom Peterson asked if Mike Anton would please give everyone present at the meeting his opinion on how Verizon “dropped the ball and been in reach in what they agreed to.”

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Mike Anton read off a list of seven items:

- 1) There were a couple poles in Town that Verizon had inspected; it was determined that they belonged to NOVEC: some of the wires on Dell Avenue and on School Street; there was one on Main Street that was just coils of wire. Verizon took a look but determined that they were not responsible for fixing it.
- 2) Fiber Optics Negotiation: The build-out for Centreville had been done, but people could not get FiOS television; no one in Town had been able to get FiOS Television. The Sales Representatives have told Town resident's



requesting the service that it is a Town issue for the lack of service.” They have not figured out why they haven’t been able to get the Television in the Town of Clifton, however. Lane Johnston asked if FiOS was available on the other side of Town. Mike Anton answered yes; he had been working on it. Now Frog Hill has been able to get FiOS telephone, however Lane Johnston’s street has still not been able to obtain it, neither has Clifton Heights and across the Railroad Tracks. Tom Peterson asked if anyone present was upset about this. He said understood that Verizon had promised to help the Town reach its goals of taking down Telephone poles, but once they got through Town they stopped. Tom Peterson mentioned that Mike Anton had a scheduled meeting with Verizon but they never showed. Michelle Stein noted that they had also refused to sponsor Clifton Day. Chuck Rusnak proposed that there is a VA State Cooperate Commission, and Verizon had recently lost a Law Suit for forgetting a number. Could the Town, Mr. Rusnak wondered, make a case? Tom Peterson said that the Town Council should speak with Giff Hampshire about the issue. Wayne Nickum believed that they should write a letter. Mike Anton concluded the update sharing, on a lighter note, that Cox had agreed to do the “Monsters Under the Moon” movie. Lane Johnston added that they’re donating popcorn!

**e. Town issues and report on VDOT meeting (Tom Peterson)**

Tom Peterson began that two weeks earlier VDOT had sent a representative to do a walk through the Town. Susan Yantis, Wayne Nickum, and Tom Peterson walked around with them. VDOT was helpful, he continued, and they will be taking care of the areas in Town where the pipes need cleaning out. Wayne Nickum informed Mr. Peterson that VDOT would be sending a timeline to him through E-mail. VDOT will be milling Chapel Road in 6-9 months, Mr. Nickum continued, a good 3 inches. Judy McNamara exclaimed that VDOT had never milled down Chapel Road before—all they’d ever done was put more asphalt on. Tom Peterson responded that VDOT is willing to work with the Town on various issues.

**f. Community Hall rental contract update (Lane Johnston)**

Lane Johnston proposed to save this discussion for the November meeting, as the Committee had not yet met—they were scheduled to meet the following day, Wednesday, October 3, 2007.

**g. Tabled items from last Town Council Meeting**

Wayne Nickum noted one tabled item from the previous September meeting: voicemail. Chuck Rusnak announced the cost of voicemail: presently the Town had been paying \$32 and change a month for a number, plus ten mailboxes. Chuck Rusnak’s opinion was that the Town needs a Town phone number with voicemail, so that there is a way for people to reach the Mayor or the Town Council if they do not want to call them at home - for example, those in business outside of Town. Mike Anton commented that the Town Council could just share one

number—they wouldn't even need to check the voicemail, it could be E-mailed to them or sent to their cell phone. Chuck Rusnak agreed, he then proposed he pursue the idea and see how it works. Pat Layden was in support of one number for the Town.

**Motion:** Wayne Nickum made a motion to table the discussion for the November meeting. Tom Peterson seconded the motion, and it passed.

## **6. Reports of Committees, Planning Commission, and ARB**

### **a. Planning Commission**

Michelle Stein passed out a few papers. Kathy Baber, she informed the Town Council, was out of town. Concerning the Weaver house, it was the same basic request as the previous month from Jerry De Money. The Planning Commission recommended approval for Jerry De Money's Use Permit for the Weaver house basement.

**Motion:** Wayne Nickum made a motion to approve the recommendation of the Planning Commission to approve Jerry Do Money's use permit. Pat Layden seconded the motion, and it was passed.

### **b. ARB**

The ARB did not have a meeting. Donna Netschart commented that she had a sign application for the leash law, encouraging dog owners to always have their dogs on leashes. She was asked to bring the application back to the ARB, but they did not have a meeting, so, she asked, would she need to wait until the following month to hang her sign. Mrs. Netschart then added that the plants really needed to be planted around the gazebo, and asked if the ARB had jurisdiction over "planting." Pat Layden believed that it would be good business for the Town Council members to take a look at it before Mrs. Netschart proceeded. Tom Peterson asked the cost of landscaping. Wayne Nickum responded that it had not yet been determined, but at the meeting Bill Ference presented a plan which included the alteration of the Gazebo: not taking the entire back off but rather replicating what was on the front and putting it on the back also. In addition, they were planning to put in a brick walkway around the Gazebo. Wayne Nickum noted that the Planning Commission had approved having additional equipment put into the park, adding moveable benches, moveable trash cans, new picnic tables. Tom Peterson believed that the issue should go to the ARB, so the Town Council could not do anything about it during that meeting. Mr. Peterson proposed to table the discussion for the November meeting, when Royce Jerrendt would be there to present.

**Motion:** Wayne Nickum made a motion to have the planting and landscaping issue go back to the Park Committee. Tom Peterson seconded the motion, and it passed.

- c. Name change for the Commercial District Committee to the Clifton Business Coalition and appointments to the committee.

**Motion:** Wayne Nickum made a motion to change the Commercial District Committee's name to the "Clifton Business Coalition." Pat Layden seconded the motion, and it passed.

**d. Appointments to the to the Clifton Life Committee.**

Wayne Nickum read the list of the original members of the Clifton Life Committee: Deb Dillard, Judy M., Tom Peterson, Jeff Stein, Randy Thompson, Lynne Garvey Wark.

**Motion:** Wayne Nickum made a motion to appoint any business, upon requesting, in writing, to be on the Committee. Tom Peterson seconded the motion. Chuck Rusnak opposed, however, it passed.

**e. Clifton Business Coalition (CBC)**

Marcus Silva explained to the Town Council about the CBC. Wayne Nickum noted that there was a \$5,000 Business Coalition request. Tom Peterson clarified that Mr. Silva was saying Clifton business coalition would make recommendations and administer the fund to promote the Town. The CBC would need funds in order to promote marketing campaigns. The Town needed businesses in order to maintain town status—in other words, visibility for the Town: make Clifton a destination point. The CBC, Mr. Peterson continued, would come to the Town Council only on an as needed basis, request funds needed to generate revenue. The vision would be to bring in Christmas trees onto Chapel Road and have them lit up during the night. The CBC was also discussing putting a tent by the Heart in Hand where they will have the businesses represent themselves.

Marcus Silva noted that the CBC put a budget just through the holiday season. Wayne Nickum asked how long it would take them to prepare. The Town Council, he continued, would have to amend the budget: a Special Meeting will need to take place. Mr. Nickum asked if Mr. Silva had a dollar estimate so the Town Council could up the number then reduce it, for the proposed amendments. Then, he concluded, the Town Council would need to have a Public Hearing. Marcus Silva estimated about \$10,000 to \$12,000; \$5,000 budget for the present quarter. Chuck Rusnak added that if the CBC had an estimate for \$12,000 for a year, they should in the future say they'll return \$14,000 to \$15,000 of it. Treasurer Marilyn Barton suggested that the CBC develop a budget plan that would propose estimated revenues and expenses.

**Motion:** Concerning the Clifton Life Committee, Pat Layden made a motion to promote Markus Sylva and Wayne Nickum to the Clifton Life Committee. Tom Peterson seconded, and the motion passed. Mike Anton added that a Chairman's Committee meeting was coming up. He sent out an e-mail to all the Town Council

members that day requesting they contact the Chairs of the Committee they supervise—there was a Committee Chair meeting scheduled for the following Wednesday, October 10, 7:30 pm in Tom Peterson's garage.

**7. New business**

**a. Town budget amendment discussion (Wayne Nickum) vote needed**

Wayne Nickum reviewed the items of the Town budget: The Town will be planning a second Wine Festival in the spring of 2008, which will be included in the current fiscal year, on the first page of the Clifton Life Committee. There is no money in the budget yet for the Haunted Trail event, but a \$12,000 income. The Clifton Business Coalition income was \$14,000. This number was to be added to the proposed amended budget. On the third page of the budget are the listed expenses: The Clifton Life Committee Wine Festival was \$25,000 in expenses, the Haunted Trail expenses were \$5,000. The expenses for the Town Public Relations was \$5,000, Clifton Business Coalition was \$12,000 instead of \$5,000. The Town Council changed the Haunted Trail from \$5,000 to \$7,000. Wayne Nickum asked if there were any thoughts on the Haunted Trail expense. Lane Johnston proposed that the Town Council budget \$10,000 for upfront expenses. Wayne Nickum continued that on page four, there were some number adjustments. For FEMA, the numbers need to change to \$77,465; the bridge restoration: \$89,040. As soon as that is approved, Wayne Nickum continued, he would ask the Town Council to authorize a Public Hearing for the week of October 15<sup>th</sup>. The budget would need to be approved that same night.

**Motion:** Pat Layden made a motion to authorize a Public Hearing for October 18, for the budget which would be packaged. Tom Peterson seconded, and the motion passed.

**b. Basketball court safety issue (Tom Peterson)**

Tom Peterson began by stating the changes made on the basketball court: the court was resurfaced. Wayne Nickum added that from Nitz's house dirt was used to make the service leveled of about 2 feet. The Town Council will be having a side contractor donate grass.

**c. Town Park Project/budget discussion (Pat Layden)**

Pat Layden began by saying that it sounded like there were projects going on in the Town Park, and he needed to understand what the projects were, who were working on them, and would the Town Council need to time table the money in order to do the job. One project was to refurbish the old equipment for the park. Two, create memorial placks for the park, and three, currently plan that Park Committee to do landscaping and maintenance. Concerning the first project of refurbishing the old playground equipment: Mike Anton and Pat Layden went down to the red barn in March and took out two pieces of the equipment. They had it sandblasted, took it to Mr. Kitner's shop on about May 1<sup>st</sup>, however it had been sitting there since that time. Pat Layden reported that he was not aware what was

going on with the Memorial Placks. Mike Anton added that he had been receiving call from the Anderson Family—the revolution was passed from the Town Council in May of 2006. The Anderson family, Mr. Anton continued, knows about it, and kept asking. He blamed it on the Park's Committee: there was a plan in the works, but he didn't have any more updates for them when they requested one. Wayne Nickum emphasized that the Town needed a plan—for example, that was where they discussed about where the equipment would be placed, where the garden would be. Wayne Nickum continued that the Town Council needed to decide what they're going to do: they didn't have the previous plan. Tom Peterson asked if couldn't the Town Council have the Committee work on this problem. He proposed they have the Committee find the plan.

**f. Event fee for use of town streets and property. Discussion (Pat Layden)**

Pat Layden explained that they would be looking at three papers that Fairfax County used: What they charge, how they issue a permit. This was strictly for fees if there were any outside of the Town Meeting Hall. The permit would cost \$25 for general use; if the use was for raising money, it would cost \$50, plus any additional fees. They would indicate on the application which fee they're applying for. They would receive a return letter that recaps what they've applied for and the applicant would sign the agreement. The park authority would take 15% of the gross revenue of the money collect. If it would be less than \$50, they would take \$50 and not refund it. This would be the applicant's business license for that event. For example, this process had been used for years with the Chapel Rd. Park for parking. Many years they would raise a fee of 15%. In around 2003 and 2004 the Town would ask for a waiver. Last year, the CBA had to pay \$150.00 for cars that were parked. There were only three pieces of paper involved: if the Town wants to explore it, the document is still in the process of being made into a word format on the website. Lane Johnston didn't understand why this was needed. Tom Peterson responded that, like the Labor Day Car Show, it was a great event for everyone...however it disrupted a lot of lives, lots of money was raised. So Mr. Peterson believed that the Town should get a percentage back. The CBA gave more money than 15%, the CBA pledged \$6,000 the current year to improvements—other organizations weren't as good as the CBA. Tom Peterson concluded that he believed that the Town should get something back.

Concerning the Clifton Day resolution, Mike Anton began by saying that the resolution was that October 7<sup>th</sup> was Clifton Day.

**Motion:** Wayne Nickum made a motion that the Clifton Day resolution be approved. Tom Peterson seconded the motion, and it passed.

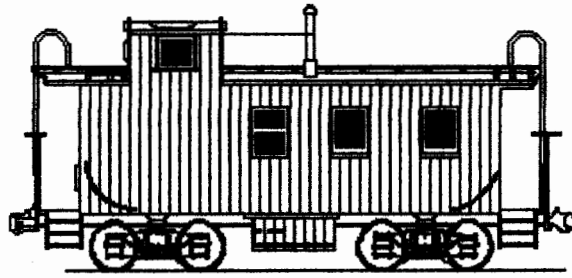
Wayne Nickum added that there were some things that should be discussed at a Special Meeting, such as approval of the Town Budget, and the Buckley Bridge invoices.

**Motion:** Wayne Nickum made a motion to set this Special Meeting for Thursday, October 18, 2007 after the Town Council Public Hearing, at 7:30 pm. Lane Johnston seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion to adjourn at 10:00 pm. Tom Peterson seconded the motion, and it passed.

Adjournment

The Minutes were prepared by Kathleen L. Barton, Town Clerk.



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

Town Council members present: Chuck Rusnak, Pat Layden, Mayor Tom Peterson, Mike Anton, Lane Johnston, and Wayne Nickum

Town Officials present: Marilyn Barton, Kathleen Barton

**Order of Business:**

**Citizen Recognition award by Chuck Rusnak**

The Town Council recognized Debra Dillard for all her devotion to the Farmer's Market.

**1. Reading of minutes of last regular meeting and any subsequent special meetings.**

**Motion:** Wayne Nickum made a motion to approve the October 2, 2007 Minutes. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to approve the Minutes from the Special Town Council meeting that was held on October 18, 2007. Pat Layden offered discussion concerning the motion to approve checks on the second page of the Special Meeting Minutes, under Item Four. Tom Peterson seconded, and the motion passed.

**2. Report of the Treasurer**

Marilyn Barton reported that the cash balance as of November 3: as \$444,605.64. She reported that excess checking account funds will be transferred to the LGIP fund. Haunted trail funds, set aside from prior years, was \$6,863.76. The LGIP fund was \$336,486.03. UBS investment was \$50,368.95. The overall total was \$444,605.64. Highlights were listed at the bottom of the last page of the Profit and Loss Budget Performance Report stating the year-to-date Wine Festival income after expenses, \$15,375.00, the year-to-date Community Hall income after

expenses were \$511.26; the FEMA revenues received during FY07 to cover Bridge Restoration was \$28,438.00 and the year-to-date Haunted Trail revenues, less year-to-date expenses was \$31,861.37. Also, Marilyn Barton continued, note F: the franchise fees include a direct deposit from the Commonwealth for \$8,200 being researched for possible reclassification. A letter will be sent out to businesses explaining the BPOL audit that was requested by the Town Council; auditors were also asked to do the random selection of 3 businesses to go through the process. Wayne Nickum referenced the Community Hall kilowatt usage: the kilowatt usage was down over 80% for a 12 month period.

**Motion:** Wayne Nickum made a motion to approve the Treasurer's Report. Tom Peterson seconded the motion, and it passed.

### **3. Reading of Communication**

Tom Peterson announced that he had met with Giff Hampshire and a representative of Verizon two weeks earlier. Verizon will let him know as soon as everyone in Town is hooked up. Chuck Rusnak asked if Verizon was going to make it an option or whether they were going to hook everyone up. Tom Peterson sent out an informal survey to residents in Town, then passed it on to Verizon--this was helpful.

### **4. Citizens' Remarks**

Lynne Garvey Wark remarked that the Clifton Candlelight Tour will be taking place on December 1. The Horse Parade will be at 2:30 pm. Mrs. Wark will need help putting the banner across Main Street.

**Motion:** Tom Peterson made a motion authorizing the Holiday Homes Tour banner to be placed over Main Street. Wayne Nickum seconded the motion and it passed.

Tom Peterson asked if there was anything that needed to be added to the agenda. Under unfinished business, Pat Layden proposed adding Buckley Bridge FEMA update. Wayne Nickum asked the Beatification Committee to take down signs since the election was over; anything that was on public property in the Town of Clifton may be picked up. Chuck Rusnak mentioned putting a Clifton calendar together for 2008.

### **5. Unfinished Business**

#### **a. Haunted Trail report (Lane Johnston)**

Concerning the haunted trail, Tom Peterson thanked Lane Johnston for a fantastic job. Lane Johnston did not have all of the figures in yet, however she had a net gate of \$18,252 and there were over 3,000 attendees. In 2005 there were only 2,875 attendees. She believed that having a year's absence of



the Haunted Trail made it more effective. The Town made \$639 in baked goods, \$793 for the glow necklaces and received \$20,000 total. There were lots of expenses, however, that have yet to be recorded. Tom Peterson mentioned that they needed to get some “key people” together to discuss some issues such as the increasing price from the Haunted Trail and keeping it family friendly—the hay ride, for example, was a huge hit. He said the meeting room in his garage would be a possible location for this meeting.

**b. Revenue Survey (Mike Anton) vote needed**

The Revenue Survey Mike Anton had been working on was e-mailed out to Town residents. The Town needed to find ways of increasing its income whether it be through more events, exc. After much discussion, Tom Peterson proposed that someone present take the survey that night and get back to the Town Council within two weeks with final edits. Steve Effros said that he would take it. Tom Peterson proposed to table the discussion until the next meeting.

**Motion:** Tom Peterson made a motion that the Town Council hear from the Special Projects Committee. Wayne Nickum seconded and the motion passed.

**c. Verizon line burial update (Tom Peterson and Mike Anton)**

Further updates were deferred to the next Town Council meeting.

**d. Community Hall rental contract update (Lane Johnston)**

This item was deferred to the next Town Council meeting.

**e. Town Playground and Gazebo (Pat Layden)**

Concerning the town plan for the gazebo, Pat Layden announced he had a drawing for the modifications planned for the gazebo. He met with the Park Committee. It was decided not to alter the gazebo and to make planting around the gazebo that wouldn't grow any higher than 24 inches.

**Motion:** Wayne Nickum made a motion to approve drawing made of the playground renovations/improvements and that paint color of the gazebo would remain white. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to authorize a letter of thanks be sent to Bill Ference for completing the drawing of the gazebo at no cost to the Town. Tom Peterson seconded the motion and it was passed.

**f. Buckley Bridge Update –**

Meeting with VDEM in Town on 10/19/07. Site visit to Bridge and VDEM / FEMA requirements for Project close out process. Town close out documentation to VDEM scheduled for mid November.

## **6. Reports of Committees, Planning Commission, and ARB**

### **a. Planning Commission**

Susan Yantis, representing the Planning Commission presented the Planning Commission Report, as distributed to the Town Council. (Copy is attached for file.) She introduced Doug Miller, Program Manager for VDOT, who has been assisting the Planning Commission with the Town Comprehensive Plan for development of the Streetscape Project. She noted the following issue: traffic, sidewalk connections missing and drainage issues. The Planning Commission was working on a vision for Main Street.

Susan Yantis, presenting for Kathy Kalinowski, reported that the work continued on the Town Plan. Wayne Nickum asked if she needed a motion. She responded that a motion should be made to authorize the Mayor, the Representative of the Planning Commission, and the NBRC to secure additional funding for the Town Plan.

**Motion:** Wayne Nickum made a motion to go ahead and pay \$600 to put aerial pictures of the Town on a CDROM disc. Pat Layden seconded and the motion passed.

Susan Yantis concluded that the Planning Commission was working on goals and objectives of the Town Plan; they were sending a letter to relevant Committees in Town by December 1 and they will be expecting information back.

**Motion:** Wayne Nickum made a motion to give approval. Pat Layden seconded, and the motion passed.

### **b. ARB**

The ARB was not present at the meeting.

### **c. Other standing committees**

## **7. New business**

### **a. Rescheduling of January 2008 Town Council Meeting**

**Motion:** Wayne Nickum made a motion to change the January meeting to January 8<sup>th</sup> 2008. Pat Layden seconded, and the motion passed.

- b. BPOL audit discussion (Wayne Nickum)- During the Treasurer's Report, Marilyn Barton reported that a letter will be sent to all Clifton businesses informing them of the upcoming audit of 3 randomly selected businesses as previously directed by the Town Council.

- c. Town survey and VDOT involvement.

Susan Yantis presented that the Planning Commission had received authorization from the Town Council to make an agreement with VDOT, but some issues came up. Some upfront engineering would need to take place. Tom Peterson noted that the whole committee agreed that the Town should have a Streetscape Plan. Susan Yantis explained that she was not there asking for a motion on the survey, rather to give the Town Council an overview of where they were. Lane Johnston proposed to table this until the following month, December.

- d. Invasive species removal on land surrounding the Flood Plain (Tom Peterson)

It was reported that the Town was working to remove the invasive plants from the land surrounding the Flood Plain.

- e. 2<sup>nd</sup> Annual Clifton Wine Festival for 2008 (Wayne Nickum)

Tom Peterson began saying that the Wine Festival was extremely successful because the weather was perfect. He believed that May 31 was the best day to have the Wine Festival in the spring of 2008.

**Motion:** Wayne Nickum made a motion that the Wine Festival be scheduled for May 31, with more details to come. Tom Peterson seconded and the motion passed.

- f. Possible change in town trash service to American Disposal (Tom Peterson)

Tom Peterson reported that the American Disposal was offering the Town and Town residents lower cost for trash removal recycling and yard debris removal. Action was deferred to the December 07 meeting.

- g. CBC purchases for the Holiday Season (Wayne Nickum)

Judy McNamara represented the CBC report. She began saying that they had presented Marilyn Barton with funds of \$2,500.95 total. The CBC received tips from 21 members and 30 businesses. The CBC had put up the scarecrows, and they were to be coming down the day following the

meeting. The next big Town event approaching was the holiday events. The CBC ordered and paid for 36 trees which will be lit, 20 of which will be on Main Street, 16 on Chapel Road. The Long and Foster building gave the CBC permission to use the back building as a gift wrap center and visitor center. They will be decorating the building, wrapping it to make it look like a big package. The Town was also planning on having a Santa Claus come to take pictures with all the little children- They need Santa's. There will be carolers also. The CBC will be posting a banner also over Main Street, after the Homes Tour banner comes down. For gift wrap, Judy McNamara proposed \$300. For brochures, Mrs. McNamara requested \$200.

**Motion:** Wayne Nickum made a motion to authorize payment of expenses and that they be submitted to the Town Treasurer. Lane Johnston seconded the motion, and it passed.

**Motion:** Wayne Nickum made a motion to make the signage up to \$300. Lane Johnston seconded, and the motion passed.

**h. Discussion of interim rental fees for Town Park, Ayre Square, Buckley Park, and other areas (Wayne Nickum)**

Concerning the rental fees for the Town Park, Wayne Nickum believed that the Town Council should announce an interim rental fee until the rental policies are approved. With no minimum, Wayne Nickum continued, the rent should be \$100 an hour.

**Motion:** Wayne Nickum made a motion to approve the interim fees of \$100 an hour until the policy is set in three months on March 1<sup>st</sup>. Pat Layden seconded and the motion passed.

**i. 2008 Clifton Calendar (Chuck Rusnak)**

Chuck Rusnak proposed a photographic calendar of Clifton be made including pictures that have been taken by Town residents. He wanted to know if the Town Council wished him to proceed with the project.

**Motion:** Lane Johnston made a motion to allow Chuck Rusnak to make a Clifton calendar. Tom Peterson seconded, and the motion passed.

**Motion:** Wayne Nickum made a motion to adjourn. Tom Peterson seconded, and the November 6, 2007 Town Council meeting was adjourned.

Adjournment

The Minutes were prepared by Kathleen L. Barton, Town Clerk.

The Minutes were approved at the December 4, 2007 Town Council Meeting.

Susan K. Yantis  
Town of Clifton  
Planning Commission Member  
12639 Water Street  
Clifton, VA 20124  
703-623-2198  
[skyantis@aol.com](mailto:skyantis@aol.com)

November 7, 2007

Douglas Pickford  
Director, Planning and Environmental Services  
Northern Virginia Regional Commission  
3060 Williams Drive, Ste. 510  
Fairfax, Virginia 22031

Re: Scope of Work-Town of Clifton

Dear Doug:

Enclosed please find one (1) original copy of the Scope of Work for the Town of Clifton Comprehensive Plan which has been executed by Tom Peterson, the Mayor.

As you indicated at our meeting on October 24<sup>th</sup>, the NVRC has begun work on the Town Plan without the commitment for the remaining funds. You indicated that Mark Gibb will schedule a meeting with Supervisor Connolly to discuss further the County's position regarding the allocation of funding for the update of the Town Plan. The Mayor and I would like to attend this meeting with him. Please let me know if there are other opportunities for funding that we should also pursue.

We look forward to working with you on this effort.

Very Truly Yours,



Susan K. Yantis

Enclosures

cc: Mark Gibb, Executive Director, NVRC, w/o enclosure  
Katherine Kalinowski, Chair, Planning Commission  
~~Town Clerk~~

## **Scope of Work Town of Clifton Comprehensive Plan**

Submitted by the Northern Virginia Regional Commission  
To the Town of Clifton

Revised October 24, 2007

**I. Project Description:** The Northern Virginia Regional Commission (NVRC) will work with the Town of Clifton Planning Commission and Town Council to develop and publish an update of the Town's Comprehensive Plan. The project deliverable shall consist of a final draft updated Plan for action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

Clifton's most recent Plan was adopted in 1996. NVRC has the Plan in electronic format. Part of the need to update the Plan rests in statutory requirements for periodic review. However, the Town is also facing a number of issues that require a broad-based update.

**II. Scope of Work:** The scope of work involves a comprehensive, future-oriented update and review of the Town's Plan within the confines of the allotted budget. NVRC met with a representative of the Town Planning Commission on several occasions and most recently on October 3, 2007, to present options for reviewing and updating the Plan. The results of these discussions provide much of the framework for the scope of work of this project, which is outlined below:

(A) Review of existing planning infrastructure (completed). NVRC has secured and reviewed the Town's existing planning infrastructure, including:

- 1996 Comprehensive Plan (in Word format), adopted
- 1998 Chesapeake Bay Preservation Plan (in Word format), adopted
- Zoning and subdivision ordinances
- Fairfax County Comprehensive Plan
- Information on various past and ongoing grant projects

(B) Plan scoping discussions. Tentative issue areas include:

*Descriptive/Passive Issues*

- Historical background, historical character.
- Physical setting.
- Description of region, regional partnerships (importance of Fairfax County, VDOT in the planning process).

- Population characteristics, analysis of population trends (income, employment, education, growth, marital/child status, mobility) (update and integrate 2000 and supplemental Census data).
- Housing characteristics (type, condition, ownership trends, value, household size, analysis of residential growth potential).
- Existing land use and zoning, recent trends. Historic overlay district. Chesapeake Bay Preservation overlay district.
- Environmental protection (update and integrate Chesapeake Bay effort, watershed improvements).
- Public utilities and infrastructure (water, energy, storm drainage etc.)
- Community services and facilities (Town and County services, schools, fire and rescue, police, libraries, recreation, solid waste, social services, etc.)
- Inventory of historic structures and sites.
- Existing transportation infrastructure.
- Economy and fiscal resources (revenue sources and trends, expenditures, etc.)

#### *Priority Issues*

The Town wants to maintain its small town atmosphere and historic character. Priority issues affecting the town relate to traffic, buffers to the Town, an inadequate infrastructure (uneven streets, incomplete sidewalk system, and drainage problems.) and historic preservation. The Plan should provide the Town with a planning framework to: guide public and private decisions that create the future of the Town; promote the interests of the Town's citizens at-large rather than individuals or special interests groups; enhance the Town's physical environment; and evaluate short term actions against long term goals.

Other issues which contribute to this are the need for regional planning and coordination with adjacent jurisdictions, the Town's financial structure and new business opportunities suitable to the Town.

- (C) Plan development process. NVRC will produce a series of draft planning documents addressing the technical sections of the Town Comprehensive Plan. These sections address 1) Enabling Legislation, 2) History and Trends, 3) Land Use, 4) Demographics, 5) Housing, 6) Economics & Fiscal Resources, 7) Transportation, 8) Infrastructure, and 9) the Environment. NVRC will facilitate at least one work session style meeting for the Town (the Council, the Planning Commission, and other Town committees) for broader, more in-depth discussion of issues.
- (D) Town Policies and Recommendations. It is primarily the responsibility of the Town to review and update policies and recommendations listed in the Comprehensive Plan. NVRC will provide assistance to the Town.

- (E) Implementation Strategies. NVRC will provide guidance to the Town on possible implementation strategies for the updated Plan recommendations.
- (F) Coordination with Fairfax County staff. NVRC will meet with appropriate Fairfax County staff to: (1) obtain necessary GIS layers and information; and (2) to identify outstanding land use issues in surrounding areas of Fairfax County that should be considered in the Town's Plan.
- (G) Presentation of deliverables. NVRC will produce a final draft updated Plan for consideration and action by the Planning Commission and Town Council. NVRC will make necessary changes to the draft Plan during the public hearing/input phase of the update. Upon adoption by the Town Council, NVRC will provide one original copy of the Plan, twenty bound color copies, and copies in electronic format (Word and PDF) for use by the Town.

**III. Timetable for Completion of Milestones:** The following represents a tentative timetable for completion of major project milestones.

- Start .....November 2007
- Technical update of existing Plan ..... Start Date + 8 Weeks
- Coordinate with Fairfax County staff ..... Start Date + 6 Weeks
- Goals and Policies..... Start Date or Earlier
- Plan development process
  - Status reports to Planning Commission .....At monthly meetings
  - Planning Commission work session ..... February 2008
  - Presentation of working draft to PC..... March 2008
  - Presentation of final draft to PC..... May 2008
- Public input/hearing process ..... Start Date through adoption

Upon final commitment of funds as prescribed in IV (B) below this timetable will be confirmed in writing between NVRC and the Town of Clifton.

**IV. Budget:** Mark Gibb, Executive Director of NVRC or his designee shall be the authorized agent to act on behalf of NVRC in the administration of this Agreement. NVRC staff will address the issues of land use, zoning, transportation, the environment in general, water quality and storm water management, and heritage resources. Additional NVRC staff as noted below will provide technical assistance.



(A). Expenses

Review/Revise Sections 1 to 5		
Personnel	Hours	
Planner	175	6,430.00
Demographic Dir.	24	1,115.00
GIS	40	1,390.00
TOTAL	239	8,935.00
Fringe		4,315.00
Indirect		8,320.00
Project Personnel		21,570.00
Direct Cost		2,500.00
Supplies		
Mileage		
Post		
	Approx Total	24,070.00

(B). Revenue

It is understood that the Town of Clifton will commit to providing the funds as outlined below.

Town of Clifton .....	\$12,500
Fairfax County: .....	\$12,000
Total Revenue: .....	\$24,500

Section V - Conditions

On completion, deliverables will be approved by the Town Manager or, in his absence, his designated project manager, stating whether the product is deemed satisfactory.

NVRC agrees to invoice the Town for the cost of services rendered as specified by the Scope of Work and Budget, citing hours of personnel, hourly rates, and other appropriate direct billable costs. The Town agrees to pay NVRC for services rendered within forty-five (45) days after receipt of an invoice.

At appropriate times, NVRC will notify the Town Manager in writing of any changes in its project team members and the hourly rates of its project team members.

The Town will provide NVRC with access to all pertinent substantive program information in the files of the Town as well as provide aid in the obtaining of additional

information, as known, to insure the coordination needed for maximum efficient and effective results.

All finished documents and other materials shall become the property of the Town upon completion of the work.

#### **Section VI - Termination for Cause**

If NVRC shall fail to fulfill in a timely and proper manner its obligations under the Agreement, or if NVRC shall violate in a substantive manner any of the covenants, agreements, or stipulations of this Agreement, the Town shall give written notice to NVRC specifying the manner in which NVRC has violated this Agreement. If NVRC has not substantially corrected the violations within fifteen (15) days of the receipt of said notice, the Town shall have the right to terminate this Agreement by giving at least fifteen (15) days written notice to NVRC of termination, specifying the effective date thereof.

If the Town shall substantially default on one or more of its obligations under this Agreement, NVRC shall give written notice to the Town of said default. In the event the Town has not substantially corrected the said default within fifteen (15) days of said notice, NVRC shall have the right to terminate this Agreement by giving at least fifteen (15) days written notice to the Town of such termination, and specifying an effective date thereof. Substantial default by the Town shall include but not be limited to: (1) failure to make timely payments due NVRC under the terms of this Agreement; (2) failure to cooperate with, or causing unnecessary delays in the work of, NVRC; or (3) failure to consider all matters promptly upon submittal by NVRC and to make decisions within a reasonable time.

In the event this Agreement is terminated pursuant to this Section VI, all finished or unfinished documents prepared by NVRC shall, at the option of the Town, become the property of the Town. NVRC shall be entitled to receive reimbursement for fees and expenses incurred between the time of notification of termination and the effective date of termination that are reasonably related to its effective termination of its activities under this Agreement, in addition to any other sums due under this Agreement.

#### **Section VII - Termination for Convenience**

The Town may terminate this Agreement at any time by giving written notice to NVRC of such termination, specifying the effective date thereof. Said notice shall be given to NVRC at least fifteen (15) days prior to the effective date of termination.

NVRC may terminate this Agreement at any time by giving written notice to the Town of such termination, specifying the effective date thereof. Said notice shall be given to the Town at least fifteen (15) days prior to the effective date of termination.

In the event of termination under Section VII, all finished or unfinished documents and other materials related to the performance of this Agreement shall, at the option of the Town, become the property of the Town. NVRC shall be entitled to receive reimbursement for fees and expenses incurred between the time of notification of termination and the effective date of termination that are reasonably related to its effective termination of NVRC activities under this Agreement, in addition to any other sums due under this Agreement.

#### **Section VIII - Equal Employment Opportunity**

In its performance of this Agreement, NVRC warrants that it will not discriminate against any employee, or other person, on account of race, color, religious creed, ancestry, age, national origin, or disability. The foregoing provision shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

#### **Section IX - Applicable Law**

This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia. The clause headings used in this Agreement are included solely for convenience and shall not affect, or be used in connection with, the interpretation of this Agreement.

#### **Section X - Counterparts**

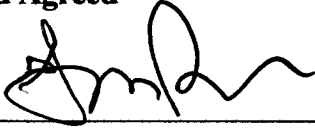
This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute and be one in the same instrument.

#### **Section XI - Separability of Provisions**

In the event that any portion of this Agreement is held to be invalid, this shall not affect the validity of any other clause of the Agreement, which shall remain binding between the parties to this Agreement.

IN WITNESS THEREOF, the Town and NVRC hereto have executed this Agreement as of the day and year first written above.

Seen and Agreed



\_\_\_\_\_  
Mayor  
Town of Clifton

11-6-07

\_\_\_\_\_  
Date



.....October 23, 2007

\_\_\_\_\_  
G. Mark Gibb, Executive Director  
Northern Virginia Regional Commission

\_\_\_\_\_  
Date