

CLIFTON TOWN COUNCIL MEETING MINUTES TUESDAY, September 2, 2014 7:30 PM CLIFTON TOWN MEETING HALL 12641 CHAPEL ROAD CLIFTON, VA 20124

Town Council Present:	Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Jennifer Heilmann; Eric Hencken; Deborah Dillard; and, Wayne Nickum.	Absent: None		
Town Officials Present:	Town Manager: Sandra Scales-Siwek	Absent:		
		Treasurer: Marilyn Barton; Town Clerk: Kathleen Barton Volonsevich		

Summary of Motions:

	Prior Minutes. Approve Regular August	5 2014	Motion:	Bill	2nd:	Dwayne	Vote:	Approved
	TC Minutes.	0, 2017	motion.	Hollaway	ZIIG.	Nitz	Abstain:	Eric Henck
2.	Report of Treasurer.							
2.1.	. Financial Report Deferred	l.						
2.2.	. Discussion of Investment	Plan – No M	lotions					
2.3.	. Statistical Reort on BPOL	Filings. Cor	mbined Mo	otion at 2.5.				
2.4.	. Statistical Report on Tow	n License Ta	igs. Comb	ined Motion at	2.5.			
2.5.	. Approve Statistical Repor presented	ts as	Motio	n: Wayne Nickum	2nd:	Bill Holla	way Vote:	Approve Unanimo
3.	Standing Commission/Con	nmittee Repo	orts:					
3.1.	. Planning Commission (PC	;)						
	3.1.1. Applications – on	e. Tabled	Motion	n: Wayne Nickum	2nd:	Bill Hollaw	ay	Approve Unanimo
	3.1.2. Stormwater Manager Understanding (MOU	ment Ordina I)	ince – Aut	horization to	return re	ed-lined Mer	norandum of	
			Motion	n: Bill Hollaway	2nd:	Wayne Nickun	1	Approved Unanimo
	3.1.3. Add to Agenda for O Ordinance provision	ctober Town s and sched	Council I	Meeting to au ed public hea	thorize N	MOU, discus	s Fairfax Cou	nty
			Motio	n: Wayne Nickum	2nd:	Jennifer Heilmanr	1	Approved Unanimo

3.3.	Committees: Tabled 3.3.1 to 3.3.4	Motion:	Wayne Nitz	2nd:	Bill Hollaway	Vote:	Approved Unanimous	
	3.3.1. Parking Committee – Sidewalk Exten	sion Easem	ents - Tableo	ł				
	3.3.2. Special Projects – North Gateway Tri	angle Impro	vements - Ta	abled				
	3.3.3. History Committee – Fund Copy of S	Sangster Sta	tion Plaques	- Tabled				
	3.3.4. Industrial Boar Authority – Membersh	ip - Tabled	•					
	Park Committee Boy Scout Eagle Projects move to New Businses Eagle Scout Projects 3.3.5. Wine Festival – No Motions.							
	3.3.6. Park Committee / Beautification. Tabled.	Motion:	Deborah Dillard	2nd:	Dwayne Nitz	Vote:	Approved Unanimo	
4.	Communications – No Motions							
5.	Citizen's Remarks - No Motions							
6.	Unfinished Business							
6.1.	Clifton Arts Council Initiative Expenses (\$250) & Town Meeting Hall	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Roll Call	
	Rental Fee Waiver						5/6 Aye 1 Abstain	
6.2.	Pink House - No Motions							
6.3.	Town Meeting Hall Power Usage - No M	otions						
7.	New Business							
7.1.	Kidfest 2014 – Facility Use & Fee Waiver, Banner Approval.	Motion:	Dwayne Nitz	2nd:	Bill Hollaway	Vote:	Approve Unanimo	
7.2.	Clifton Day 2014 – Facility Use & Fee Waiver, Banner Approval.	Motion:	Deborah Dillard	2nd:	Wayne Nickum	Vote:	Approve Roll Call Unanimo	
7.3.	Historic Garden Weeks / Garden Club of Fairfax – No Motion	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:		
7.4.	Eagle Scout Projects							
	7.4.1. Caboose Project —Approve \$3,000 Materials & Supplies	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approve Roll Call Unanimo	
	7.4.2. 8-Acre Park Stair & Walk –							
	7.4.2.1. Add to Agenda	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approve Unanimo	
	7.4.2.2. Approve \$1,000 Materials	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approve Unanimo	
7.5.	Golf Cart Ordinance Report – Tabled.	Motion:	Wayne Nickum	2nd:	Eric Hencken	Vote:	Approve Unanimo	
8.	Report of Town Manager – No motions							
		B.E. 41	147	<u> </u>	D N!4-	Votes	A	
9.	Adjournment –	Motion:	Wayne Nickum	2nd:	Dwayne Nitz	Vote:	Approve	

Order of Business

1. Review of Aug 5, 2014 Minutes- Motion: Bill 2nd: Dwayne Vote: Approved Hollaway Nitz

Abstain: Eric Hencken

2. Report of Treasurer. Closing Date: 8/31/2014 Presenter:

Sandra Scales-Siwek, Town Manager

2.1 Financial Report.

- **2.1.1 Treasurer's Report** (by email): "The month doesn't end until Sunday 8/31; the Financials for August will not be available until... mid- September."
- **2.1.2 TOC Meeting**. Deferred to next meeting -- Treasurer on vacation.
- **2.2 Report on Investment Options.** Treasurer's Report (by email): Discussion of Investment Plan for Town Funds: Steven Collins, representing Cardinal Bank, has agreed to attend the October Town Council meeting to present his recommendations and answer any questions that you may have. To date, I haven't received any questions to refer to him, from the Town Council's original discussion at the August meeting.
 - **2.2.1 TOC Meeting.** Wayne Nickum suggested the investment counselor be asked to consider a 3 year ladder instead of a 7– year ladder. Deborah Dillard asked if other investment firms had been consulted, Wayne Nickum clarified that FDIC insured funds are preferred so most banks are likely to offer similar investments.
- 2.3 Statistical Report on BPOL Filings, Timely Filings, Non-Filter Follow-Up (No Names of Businesses or Amounts). Treasurer's report (by email): "We have now received responses from 93% of our businesses. Four are pending, one of which reported to be submitted in September after taxes are prepared. I will contact the remaining three when I return from vacation."
- 2.4 Statistical Report on Town License Tag Application Timely Filings, Non-Compliance, Household Non-Filter Follow-Up (No Names). Treasurer's Report (by email): "The Town has received filings from three additional households since the August Town Council meeting for payment of 2013-14 License Tags, representing 9 vehicles. Sandra, Town Manager, prepared and recently mailed the requested compliance follow up letters, as she emailed to you. 30 households remain unresponsive at this time. Once they receive Sandra's letter and follow up, I'm confident compliance will be achieved."
 - **2.4.1 TOC Meeting.** Town Manager Report:

Report 2-Sep-14

Beginning Number of TOC Outstanding/Past-due Households: 40 (39%) Beginning Number of TOC Outstanding/Past-due Vehicles: 94 (37%) Present Number of TOC Outstanding / Past-due House-holds: 37 Present Number of TOC Outstanding/ Past-due Vehicles: 85 Total Number of "moved out" TOC Vehicles: 9 Total Number of TOC Households: 103 Total Number of TOC Owners who "moved out": 8 Total Number of TOC Vehicles: 255

- 2.5 Motion: Approve Statistical Reports as presented, Wayne Nickum; 2nd Bill Hollaway. Vote: Approved -- unanimous.
- 3 Reports of Planning Commission, Architectural Review Board, and Standing Committees
 - 3.1 Planning Commission:
 - **3.1.1** Applications: One application for a professional office at 12646 Chapel Rd for 5 employees that does installation of outdoor equipment. All work offsite; no customers will visit. PC did not rule on it b/c lacked guorum.

Motion: "table" until October TC Meeting, Wayne Nitz; 2nd Bill Hollaway. Vote: Approved -- unanimous.

- 3.1.2 Stormwater Management State Law Changes Impact ENF, CBLAD, Flood Plain
 - 3.1.2.1 Stormwater Management Ordinance State mandated revisions have been adopted by Fairfax County, the

Town has been invited to "go under" the County Ordinance and a Memo of Understanding is being drafted.

Motion: return redline MOU to County, Bill Hollaway; 2nd Wayne Nitz. Vote: Approved -- unanimous.

3.1.2.2 Need Parallel Public Hearing on MOU – add to October TC Agenda to discuss authorizing Public Hearing to adopt MOU / Ordinance.

Motion: Add to October Agenda, Wayne Nickum; 2nd Jennifer Heilmann. Vote: Approved – unanimous.

- **3.1.2.3** Note: There are provisions in the Stormwater / CBLAD Ordinance related to Occupancy Certificates and that issue will also need to be addressed as this evolves
- 3.2 ARB: Three applications.
 - 3.2.1 Historical Sign
 - 3.2.2 New Business Signage Chapel Road (Hydrangea)
 - 3.2.3 Add New Wood Fence on Residential Property 12704 Chapel Road
- 3.3 Committees

Motion to table Committees 3.3.1 - 3.3.4, Wayne Nitz; 2nd Bill Hollaway. Vote: Approved – unanimous.

- 3.3.1 Parking Committee Status, Securing Easements for Sidewalk Extension Tabled
- 3.3.2 Special Projects Committee North Gateway Triangle Improvement Update Tabled
- 3.3.3 History Committee -- Request to Fund Plaques from Sangster's Station Memorial Tabled
- 3.3.4 Industrial Board Authority -- Membership Tabled
- 3.3.5 Environmental Committee Membership and 1st Meeting Report. Chair Laura Stevens McDonald; Council Rep Dwayne Nitz.

Motion: Add Erich Russek Robbins, Dwayne Nitz; 2nd Eric Hencken. Vote: Approved – unanimous.

Motion: Add Mike Heilmann, Jennifer Heilmann; 2nd Dwayne Nitz. Vote: Approved – unanimous.

- **3.3.5.1** Arranging for County Arborist to perform a tree survey to identify additions to the Historic Tree Registry.
- **3.3.6 Wine Festival 2014 Results / 2015 Date Request.** The Wine Festival proceeds of \$31,284 will be remitted as a check to the Town. The 2015 date is proposed as June 20, 2015.

Motion: Conditional Approval pending confirmation of date by Parks Reservationist, Dwayne Nitz; 2nd Eric Hencken. Vote: Unanimous.

- **3.3.7 Park Committee / Beautification.** Bill received for plantings in Triangle. More information required on the split of labor/materials. Deborah Dillard to gather information. Motion to Table, Deborah Dillard; 2nd Dwayne Nitz; Vote: Approved unanimous.
- 4 Communications- Committee Report: Deborah Dillard, Town Council Rep.
 - **4.1** Fire Department New Captain recognizes a need for an emergency evacuation plan for the Town of Clifton assigned to Communications Committee. At minimum, air raid siren in fire house could be used to notify residents and a central meeting place should be designated.

Citizen's Remarks – Live Music at local restaurants continues to be a problem in violation of the Noise Ordinance and Use Permit specifications.

6. Unfinished Business

6.1 Clifton Arts Council Initiative – Theater Event. "Clifton's Got Drama!" A performance series kicks off the season with a free event on September 20, 2014 in the Clifton Town Meeting Hall. Features two new plays by local playwrights from Northern Virginia, performed by local artists/stunt performers. Requests use of the Town Meeting Hall and \$250 for refreshments, printing flyers and playbills, plus advertising.

Motion: Apprive \$250 and use of the Town Meeting Hall for the first performance of the "Clifton's Got Drama!" series, Wayne Nickum; 2nd Deborah Dillard. Vote: Roll Call: 5/6 Aye, 1 Abstain.

Mayor Bill Hollaway Aye Deborah Dillard Aye

Vice Mayor Dwayne Nitz Aye Jennifer Heilmann Aye

Wayne Nickum Aye Eric Hencken Abstain

- **6.2 Pink House** Roof is rusting and needs to be painted. Asked Town Manager put the job out to bid. Dwayne Nitz will develop paint spec for type of product, paint and define the specs for the multi-step system required to perform job. Wayne Nickum will provide input, identify firms doing other local jobs and other technical expertise.
- **6.3 Town Meeting Hall Power Usage** Wayne Nickum distributed an updated chart showing Town Hall energy usage 2007-2014 trending upward. Motion detectors to be installed next week to help manage / match heat and AC loads to occupancy needs.

7. New Business

7.1 Kidfest 2014 – CBA presentation and request for waiver of fees, approve banner.

Motion: Approve September 13, 2014 use of Children's Park and waive reservation fee. Also, approve banner to go up immediately and be removed within 7 days after event. By Dwayne Nitz; 2nd Bill Hollaway. Vote: Approve – unanimous.

7.2 Clifton Day 2014 – CBA presentation and request for waiver of fees, approve banner.

Motion: Approve waiver of fees for use of Town facilities and approve banner, Deborah Dillard; 2nd Wayne Nickum. Vote: Roll Call – Unanimous.

Mayor Bill Hollaway Aye Deborah Dillard Aye
Vice Mayor Dwayne Nitz Aye Jennifer Heilmann Aye
Wayne Nickum Aye Eric Hencken Aye

- 7.3 Historic Garden Week -- The Garden Club of Fairfax hosts the Clifton Tour, Tuesday April 21, 2015.

 The Garden Club of Virginia has chosen Clifton as a site for a 2015 annual House and Garden Tour. Clifton Presbyterian Church will be the Tour Information Center. Anticipated that 1,000 visitors will attend during the event 10:00 a.m. to 3:00 p.m., tickets \$30 presale, \$40 at the door. www.vagardenweek.org
 - **7.3.1 Requests:** List on the Historic Garden Week, and the House and Garden Tour of Fairfax on the Town Events Calendar and Website; Place a banner for two weeks prior to event; and, provide financial support in <u>one</u> of the following ways. 1) \$2,000 place a full page ad in the tour guidebook. 2) \$400 provide the banner. 3) \$1,500 pay to print the brochure.
 - **7.3.2** Responses: The rules restricting the eligibility to display a banner were outlined and a suggestion made the Garden Club of Fairfax partner with a local Town of Clifton organization to qualify, for example the Clifton Betterment Association (CBA). The events will be posted on the Clifton Town Web site and event calendar.
 - **7.3.3** Also, noted there may be an opportunity for the Garden Club of Virginia to do a project in town -- the Webb Sanctuary (formerly an Audubon Sanctuary) has recently been transferred to the Regional Park Authority and is the site of a historic garden in need of care.

7.4 Eagle Scout Projects

7.4.1 Eagle Scout Caboose Project – Presentation by Eagle Scout Candidate Mathias Overas, Troop 17 Fire House. Goal is to complete the painting by Clifton Day 2014. Includes a photo survey to document before/after results. Candidate reviewed his project objectives, goals and budget request with the Council.

Motion: Approve \$3,000 for materials and supplies, Wayne Nickum; 2nd Bill Hollaway. Vote: Roll Call -- Unanimous.

Mayor Bill Hollaway Aye Deborah Dillard Aye

Vice Mayor Dwayne Nitz Aye Jennifer Heilmann Aye

Wayne Nickum Aye Eric Hencken Aye

7.4.2 Eagle Scout Stair, Rail and Boardwalk Repair at 8 Acre Park Project – Presentation by Eagle Scout Candidate Connor Manuel, Troop 1104. Goal is complete this in time for the Haunted Trail event in October 2014. Candidate reviewed his project objectives, goals and budget request with the Council.

Motion: Add topic to agenda, Wayne Nickum; 2nd Bill Hollaway. Vote: Approve, unanimous.

Motion: Approve \$1,000 for materials, Wayne Nickum; 2nd Deborah Dillard. Vote: Approve, unanimous.

7.5 Golf Cart Ordinance – Report. Request Town Manager generate a comparison redline version of the first and second draft.

Motion: Table discussion to October 2014 Town Council Meeting when redline comparison version will be available. By Wayne Nickum; 2nd Eric Hencken.

- 8. Report of Town Manager
 - **8.1 Town Compliance Audits Status. –** Focus has been on collecting past due car tag fees and reconciling records with Fairfax County.
- 9. Adjournment Motion: Wayne 2nd: Dwayne Vote: Approved Nickum Nitz Unanimou s

Prepared by Sandra Scales-Siwek, Town Manager