

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, AUGUST 7, 2018, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

**Present:** Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Chase Hinderstein; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe.

**Staff:** Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

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**The Regular Meeting was called to order by Vice Mayor Effros at 7:30 PM.**

Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous regular meetings and any special meetings).

- **Councilmember Poe moved to approve the July 2018 Minutes as revised, seconded by Councilmember Milne. The motion was approved by poll vote, 6 -0.**

2. Report of the Treasurer.

**See attached report.**

- **Mayor Hollaway moved to reinvest three maturing CDs into three new twelve-month CDs valued at \$101,171.22 each, at John Marshall Bank with an interest rate of 2.24%, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**
- **Mayor Hollaway moved to approve the engagement of the auditors, White, Withers, Masincup and Cannady, PC, for FY18, as set forth in the attached audit letter of engagement, which stipulates the same terms as last year, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**
- **Councilmember Poe moved to accept the Treasurer's Report as presented, seconded by Councilmember Hinderstein. The motion was approved by poll vote, 6-0.**

3. Citizen's Remarks.

Steve Effros: asked if the County has a plan to deal with the tent caterpillars currently nesting in some of the trees surrounding the Town. Laura McDonald, Chair of the Committee on the Environment (COTE) explained that they are actually "Fall Web Worms," which are native to the area, and serve as an important food source for migrating birds, and so the County won't spray or remove them.

Pete Noonan: thanked the Council for initiating action regarding the proposed lot line adjustment ordinance change. Councilmember Milne reported that the process is moving forward, but that revisions continue to be made. It is anticipated that the proposed ordinance will be ready for approval by the Planning Commission in another month, after which it will be referred for consideration by the Council.

#### 4. Unfinished Business.

##### a. Town Trash Management Plan – Proposals.

Robert Ihrig reported on his and Kathy's recommendations, including that every address in Town receive a letter regarding trash disposal. The Council indicated that they would like more specific information on how many trashcans would be proposed, and what would the specific placement of each be, and what, if any, specific signage would be attached thereto. Laura McDonald provided recommendations based on her research with other localities, including the possibility of engaging a monthly streetsweeper. She will research additional options and submit specific proposals to the Council at an upcoming meeting.

##### b. Recreational Trails Program – Overview and Update.

Councilmember McDonald reported that the application deadline has passed, and that the application process is significant. The minimum cost of an eligible project would be \$100,000. Councilmember McDonald suggested that it be considered by the Town in the future. He noted that the next round of applications will be due in 2020.

##### c. Painting Fencing on Bridge over Popes Head Creek – Proposal.

Councilmember Hinderstein submitted a proposal for \$1,400 for the needed repairs.

- **Mayor Hollaway moved to approve the proposal by Florencio Contreras to paint the wooden handrails on the fencing of the bridge across Popes Head Creek, in the amount of \$1,400, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

##### d. Finance Committee – Makeup, Objectives, Legal Standing.

Vice Mayor Effros clarified his vision of how the proposed Finance Committee would be designated (as an advisory committee) to talk to the Council about financial issues that are confidential. He suggested that such committee members must be officially appointed by the Council.

##### e. Discussion of Town Code Violations – Update.

Councilmember Poe summarized the lack of progress in moving the residents on Chestnut Street toward code compliance. The residents were asked to remove the unpermitted structure pending the submission of a complete Use Permit or ARB application, but they have refused. The Council discussed whether or not any options remain to achieve a reasonable, informal solution, and have asked the Clerk to send them an extract of the Code's zoning ordinance pertaining to violations and enforcement.

#### 5. Reports of Special Committees.

**None.**

#### 6. Reports of Standing Committees.

##### a. Planning Commission.

**See attached report.**

- **Councilmember Milne moved to approve the recommendation of the Planning Commission to issue a Use Permit to Kelly Layfield for Wheelhouse Pilates, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**
- **Councilmember Milne moved to approve the recommendation of the Planning Commission to issue a Preliminary Use Permit for construction to Darrell Poe, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0-1 (Councilmember Poe abstained).**
- **Councilmember Milne moved to approve the recommendation of the Planning Commission to issue a Use Permit to C|S Design, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**
- **Councilmember Milne moved to approve the recommendation of the Planning Commission to issue a Preliminary Use Permit for construction to Kimberly Lowell, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**

b. Architectural Review Board.

Councilmember McDonald briefly reported on the COA applications that the ARB approved at its most recent meeting.

c. Other Committees.

i. Streetscape Committee: Proposal for Utility Assessment/Coordination/Design.

The Council discussed the need to determine the feasibility of relocating certain utility poles within the project, and will reach out to the relevant utilities, individually.

ii. Haunted Trail – Update and Request for Advance Funds Approval.

Councilmember Poe provided a status update on the progress made by the Haunted Trail Committee and indicated a need for advance approval of \$5,000 of funds, in advance, to get the project running at full speed.

- **Mayor Hollaway moved to authorize advance funds to the Haunted Trail Committee for up to \$5,000, upon request of one of the Committee Chairs, seconded by Councilmember Milne. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

iii. Communications Committee.

Councilmember Poe announced that the Town's new website has been launched. He encouraged any interested Councilmembers to notify him if they'd like to be included in the training to be able to publish content on the site.

## 7. New Business.

a. CBA Request for Approval for Clifton Day – Road Closures, Banner, Use of Town Property.

- **Councilmember Milne moved to approve the CBA's Clifton Day request, as done in the past, including the requirement that the Town be listed as an additional insured on the CBA's insurance policy for the event, and with the original motion amended by Mayor Hollaway to include the understanding that any communications to participating political candidates be provided to all individuals in a consistent manner, and with the Town to be included in such communications, and that there be no regulation of clothing or limiting of free speech, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

b. 8-Acre Park Bridge Review and Repair.

Councilmember Hinderstein reported that the bridge on the trail within 8-Acre Park was washed out in the recent flooding, including the berms on either end of the bridge, which is currently impassable. A proposal was received by the Council from McGee Civil Construction, LLC to replace the bridge, add additional rip-rap to shore up the bridge entrance ramps and back-fill the berms, for a payment of \$6,250.

- **Councilmember McDonald moved to approve the proposal as presented, second by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

c. Tree Removal and Trimming Request – Proposal.

Councilmember Hinderstein noted that two trees in the park are damaged, and need remediation, or removal. The COTE will be meeting with the County arborist this week to obtain additional guidance.

- **Councilmember Poe moved to approve a total expenditure for the necessary treatment of the two trees up to a maximum in the amount of \$3,200, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**
- **Mayor Hollaway moved to add to the Agenda the discussion of painting the Clifton Town Caboose, seconded by Councilmember Poe. The motion was approved by poll vote, 6-0.**

d. Painting of the Caboose.

Councilmember Hinderstein informed the Council that the condition of the paint on the caboose is in poor condition and was not done professionally. Needed repairs include scraping, sanding and repainting with two coats of materially-appropriate paint for \$3,500. The expenditure doesn't cover stenciling, which would be detailed in a subsequent proposal.

- **Councilmember Hinderstein moved to approve \$3,500 for repainting the caboose as proposed, seconded by Councilmember Poe. The motion was approved by roll-call: Hinderstein: Aye; McDonald: Aye; Milne: Aye; Hollaway: Aye; Effros: Aye; Poe: Aye.**

8. Adjournment.

**Councilmember Poe moved to adjourn, seconded by Councilmember Hinderstein. The motion was approved by poll vote, 6-0.**

The Regular Meeting was adjourned at 9:39 P.M.





Amanda Christman &lt;cliftonclerkva@gmail.com&gt;

## August 7, 2018 Town Council Meeting - Treasurer's Report for period ended 07/31/18

1 message

Marilyn Lane Barton &lt;clifton.treasurer@cox.net&gt;

Mon, Aug 6, 2018 at 9:40 PM

To: "William R. Hollaway, Ph.D." <WHollaway77@gmail.com>, mcdonald.regan@gmail.com, Melissa Milne <Melissa.milne9@gmail.com>, darrell.poe@gmail.com, Steve Effros <Steve@effros.com>, chasehinderstein@gmail.com  
Cc: cliftonclerkva@gmail.com, "Barton, Marilyn" <mbarton@comres.org>

Hello everyone,

Attached are the **Financial Reports for the period ended July 31, 2018**. The Financial Reports include:

- The Summary of **Cash Balances Report as of July 31, 2018** reflects total funds of **\$1,170,642.34**. *See the detailed Cash Balance Report.*
- Proposal for **reinvestment of CD Funds of \$303K** for improved returns due August 10, 2018. Consideration of cash flow requirements for the Town's Streetscape Project Plans is needed.
- **Profit & Loss Summary by Fund** for period ended 07/31/2018. **Highlights of July** transactions are noted on this summary report. The main items for the month include:

**NOTES:** *Only major items are highlighted at the Town Council's request. If additional detail is needed, please let me know.*

- 1 **Interest Income:** Three CDs held with John Marshall Bank matured 7/31/18. There is a 10-day grace period until 8/10/18. The new rates for investment returns will be presented at the 8/7/18 Town Council meeting.
  - 2 **Contractual Expenses** - The primary expenses for July is payment of \$1,787.50 to Gordon Associates for Planning Commission consultation regarding the Barn Expansion by the CBA. The Planning Commission will be consulted regarding whether the CBA will be sharing this cost.
  - 3 **CIF Expense** reflects payment of a J2Engineering invoice for the Streetscape Project.
- **Supplemental Detail Reports are provided as follows:**
  - **Profit & Loss Detail Export** Report for period ended 07/31/2018. This is the first month of Fiscal Year 2019, compared to the approved FY19 Budget. This report is a detailed export of the income and expenses from the accounting system. Notes and supplementary schedules are provided on the Profit & Loss Summary report and as additional tabs which highlight items of interest.
  - **NOTE regarding the FY18 Audit Engagement Agreement** – With the ending of fiscal year FY18, we need to schedule the Town's Annual Audit with our firm, White, Withers, Masincup & Cannaday, P.C. I will have the engagement letter for consideration and signing by

tomorrow's meeting. We need to schedule the field audit by early October to ensure a faster completion date.

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

*Thank you.*

***IMPORTANT: Please let me know if you DO NOT wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!***

Sincerely,

*Marilyn*

Marilyn Barton

Treasurer

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

Cell: 703-678-8607



2018 07 31 Financial Reports .xlsx  
60K

Town of Clifton  
Cash Balances Report

	<b>7/31/2018</b>	<b><u>Bank Rates Effective March 19, 2018</u></b>		<b><u>Negotiated Increases</u></b>	
ASSETS		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	303,513.66	1 yr	7/31/2018	1.17%	<i>See Reinvestment Options due by 8/10/18</i>
John Marshall Bank CDs	211,197.64	18 months	9/19/2019	1.56%	Up from 1.19% @ 3/19/18
C.D. - United Bank 1	100,504.11	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 2	100,504.11	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 3	100,504.11	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
C.D. - United Bank 4	100,504.11	2 yrs	3/19/2020	2.00%	Up from 1.19% @ 3/19/18 J.Marshall Bank
United Bank - Events Acct	100.00				
Checking-United Bank	1,451.02	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	940.05				
Money Market Savings-United	247,020.52		July 2017 negotiated rate	0.20%	This is being reviewed for potential increase
Security Deposit - United Bank	4,403.01				
<b>Total Checking/Savings</b>	<b>1,170,642.34</b>				

*NOTE: The Treasurer worked with both of the Town's Banks to secure the best investment options. See the CD Reinvestment Proposals on the next tab.*

# White, Withers, Masincup & Cannaday, PC

THOMAS A. WHITE, CPA  
JOHN W. WITHERS, CPA  
ROBERT W. MASINCUP, CPA  
ANDREW L. CANNADAY, CPA

*Certified Public Accountants*

MEMBERS  
AMERICAN INSTITUTE OF C.P.A.  
VIRGINIA SOCIETY OF C.P.A.

August 7, 2018

To the Town Council and Management  
Town of Clifton, Virginia  
PO Box 309  
Clifton, VA 20124

We are pleased to confirm our understanding of the services we are to provide the Town of Clifton, Virginia (the Town) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, the aggregate discretely presented component units and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis – our audit report will include an explanatory paragraph indicating this RSI has not been included in your financial statements unless you prepare the MD&A and provide to us for our review.
2. Budgetary Comparison Schedule – General Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Schedule of Revenues – Budget and Actual – General Fund.
2. Schedule of Expenditures – Budget and Actual – General Fund.



## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town's financial statements. Our report will be addressed to the Town Council of the Town of Clifton, Virginia. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the Town's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Town in conformity with U.S. generally accepted accounting principles based on information provided by you. And we will assist in updating the Town's depreciation schedules and converting cash basis records to accrual basis as necessary. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the



preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect of the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of White, Withers, Masincup & Cannaday, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White, Withers, Masincup & Cannaday, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Andrew L. Cannaday is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs and will not exceed \$6,500 plus reasonable travel costs not to exceed \$650. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit (currently \$165/hour for partner and \$125/hour for senior staff). Fifty percent of our fee will be billed upon completion of audit fieldwork and the remaining fifty percent upon submission of the audit reports. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Clifton, Virginia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,

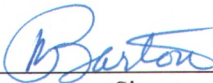
*White, Withers, Masincup & Cannaday, P.C.*





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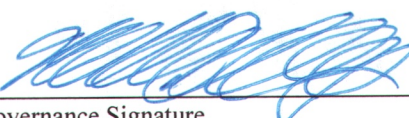
RESPONSE:

This letter correctly sets forth the understanding of the Town of Clifton, Virginia.

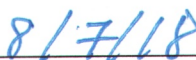
  
\_\_\_\_\_  
Management Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

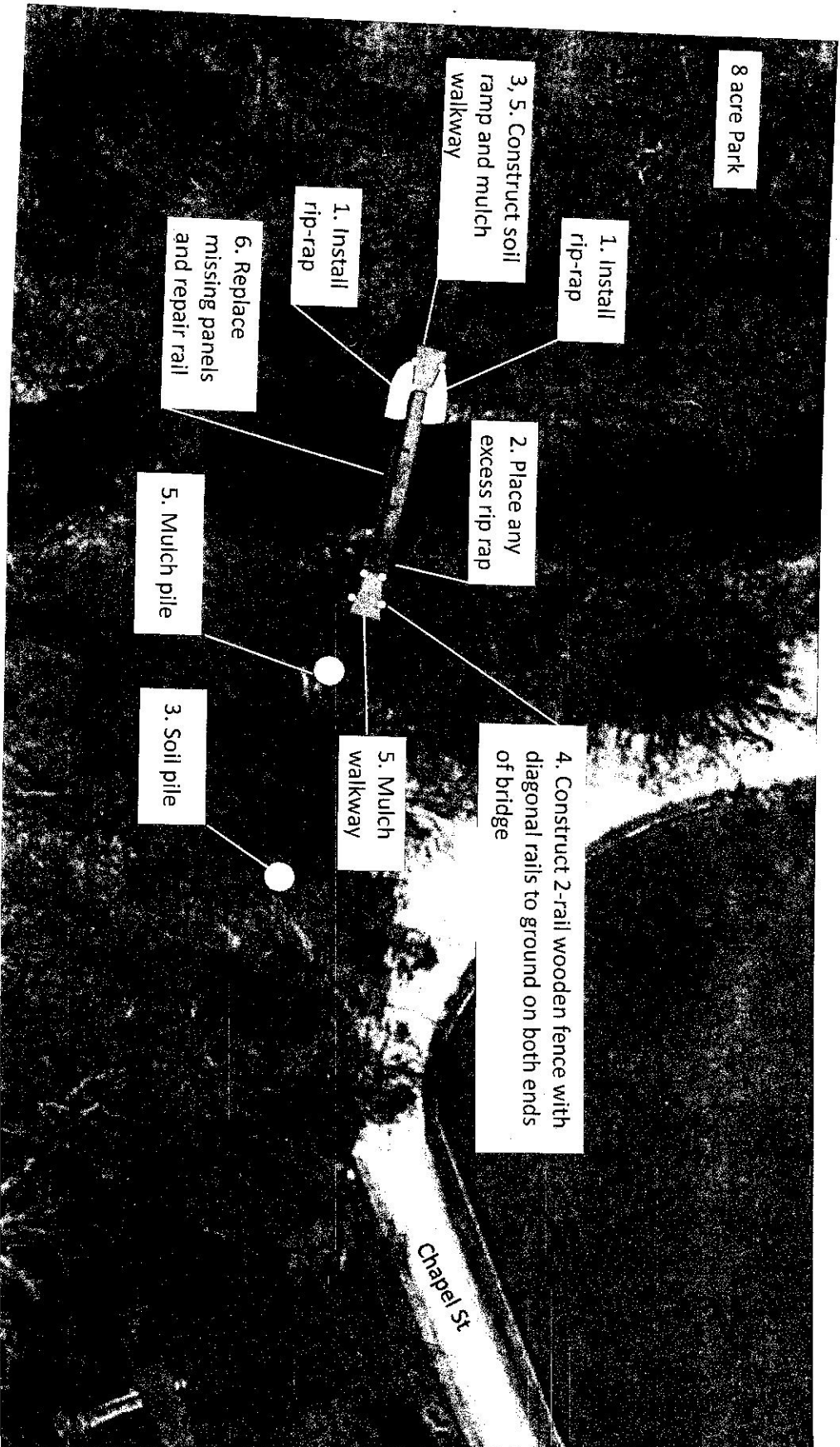
  
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Governance Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

**PLANNING COMMISSION REPORT FOR July 31, 2018**  
**Kathy Kalinowski, Patrick Pline, Susan Yantis, Terry Winkowski, Michelle Stein,**  
**Melissa Milne Present. Mac Arnold Absent**

1. Recommend approval of a commercial business use permit application by applicant Kelly Layfield for the business of Wheel House Pilates located at Clifton House 12644 Chapel Road in Suites C and D of 856 square feet, for hours of 7 AM to 10 PM seven days a week, with the allocation of 5 parking spaces on site.
2. Recommend approval of a residential use permit application by Darrell Poe for reconstruction of rear corner of the house with respect to two walls and the roof at 12640 School Street, comprising approximately 85 square feet to be constructed on the same footprint as the prior portion of the structure.
3. Recommend approval of a commercial business use permit application by C|S design Studio, LLC by applicant Christina Simon located at Clifton Professional Offices, 12642 Chapel Road for an interior design consulting business to operate as an office with 360 square feet of space, hours of 7AM to 10 PM and the allocation of 2 parking spaces on site.
4. Recommend approval of a residential use permit application by Kimberly Lowell of 7221 Dell Avenue, for construction of a retaining wall, comprising approximately 75 square feet of land disturbing activity, ranging in height from 2 feet to 6.7 feet and to be constructed of block and in accordance with the attached plans and specifications.



8 acre Park

1. Install  
rip-rap

3, 5. Construct soil  
ramp and mulch  
walkway

2. Place any  
excess rip rap

4. Construct 2-rail wooden fence with  
diagonal rails to ground on both ends  
of bridge

5. Mulch  
walkway

3. Soil pile

5. Mulch pile

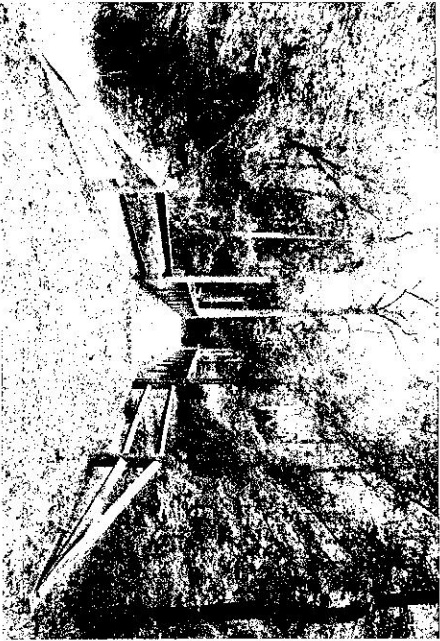
6. Replace  
missing panels  
and repair rail

1. Install  
rip-rap

Chapel St

8-acre Park, Clifton, VA, storm damage repair Scope of Work

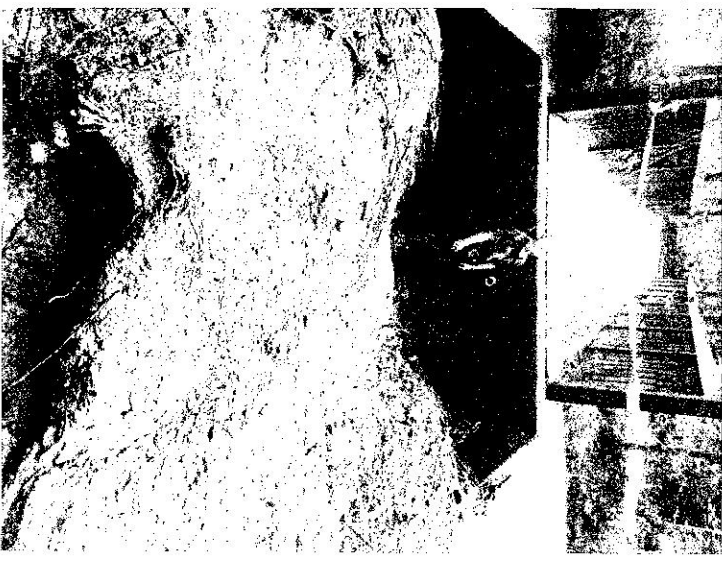
1. Provide approximately 18-20 tons of CL1 rip-rap and place adjacent to park-side abutment from creek bottom up to soil ramp on upstream and downstream sides.
2. Place any extra rip-rap on Chapel Street side abutment.
3. Construct soil ramp on park-side of bridge with material from soil pile. Compact soil in 8-10' lifts.
4. Provide material and construct split-rail fence (2-rail) on both sides of bridge as shown below. (8 posts, 16 rails)
5. Mulch walking path on both approaches using material from mulch pile.
6. Repair side panels and railing of bridge with recovered pieces or new to match existing (cedar/pressure treated).



4. Split-rail fence before storm damage.



6. Railing and side panel damage.



3. Erosion on park-side of bridge.



P.O. Box 250  
Purcellville, VA 20134

**SAFETY - QUALITY - PRODUCTION**

703.856.2138 (T) • 540.338.3468 (F)

Kelly@McGeeCivilConstruction.com

www.McGeeCivilConstruction.com

Virginia Class A General Contractor 2705146659

August 2, 2018

Attn: Donna Boyd  
Town of Clifton  
Parks-Committee

**PROJECT NAME: 8- Acre Park, Clifton, VA Bridge Repair**

**PROJECT LOCATION: 8-Acre Park Clifton, Va**

**GENERAL DESCRIPTION OF PROPOSED WORK**

McGee Civil Construction, LLC., Inc. (hereinafter MCC) proposes to provide crew, equipment, and material to provide Bridge crossing repairs to existing bride. This work to be completed in one mobilization.

**I. SPECIFIC SCOPE OF PROPOSED WORK**

- A. Mobilize to site all equipment material and labor
- B. Place 18- 20 tons of CL-1 rip-rap at park side abutment left over rip-rap to be placed on Chapel Street side abutment.
- C. Backfill park side abutment with impervious material and compact in 8" to 10" lifts. Onsite material looks too wet to place. One load of imported impervious material will need to be delivered to the site.
- D. Provide material and install split rail fence on both sides of abutments. (8 post, 16rails)
- E. Mulch walking path on both approaches using onsite material.
- F. Repair of bridge panels (by others)

**II. PAY ITEMS AND PRICES**

- A. MCC employee benefits and federal, state, and local taxes are included in our prices.
- B. The client, or others, shall obtain all permits required for the work.
- C. **PAY ITEMS AND PAYMENT SCHEDULE:**

- 1. Total price for Scope of Work as set forth in Section I above  
..... \$ 6,250.00

III. TIME ELEMENTS OF PROPOSAL AND WORK

A. **Period of Acceptance:** This proposal is open for acceptance for thirty (30) calendar days from August 2, 2018. Further, MCC reserves the right to withdraw its proposal, accepted or not, if it is required to commence work more than one hundred-twenty (120) calendar days from August 2, 2018.

B. **Period of Completion of Work:** Weather and access conditions permitting MCC should be able to install in (2 ½ ) working days.

IV. SPECIAL CONDITIONS

A. Replacing old deck boards. We can repair at additional cost if need be. TBD

B. Permits by others

V. ACCEPTANCE

The Scope of Work, terms and conditions set forth in Sections I through VI hereof are hereby accepted and MCC is hereby authorized to proceed with the work accordingly.

Submitted for Acceptance:  
McGee Civil Construction, LLC.  
Virginia Class A General Contractor 2705146659-A

By: \_\_\_\_\_  
Kelly Lee McGee, Owner

Accepted:  \_\_\_\_\_  
Client or Authorized Agent

Date: 8/7/18

Printed Name: William A. Hollaway, Mayor, Town of Clifton, Virginia  
Client or Authorized Agent

Florencio Contreras  
9701 47<sup>th</sup> Place  
College Park, MD 20740  
(703) 675-7019

Wayne H. Nickum  
7196 Main Street  
Clifton, VA 20124  
703-618-4841

Proposal

Exterior Paint Job:

- Scarping, sanding, spot primer and paint both side of the handrails on Main Street.

Total:

\$1400.00

This job will include labor and materials with one-year warranty. 50% will be needed to start the job and the rest will be due at the completion of the job.

Owner signature:



Date:

8/7/18

Mayor, Taurat Clifton, Virginia

Florencio Contreras: \_\_\_\_\_ Date: \_\_\_\_\_

Florencio Contreras  
9701 47th Place  
College Park, MD 20740

Wayne H. Nickum  
Train Caboose

### Invoice

Paint the Caboose on Main Street

- Scrape and sand all the loose and peeling paint on the caboose
- We will sand with grinder to get all loose and peeling paint to get to the original paint
- We will prime with DTM product
- We will paint with DTM product, two coats (This will include yellow, black and red colors)

This job includes labor and materials. 50% is due to start the job and the other 50% at the completion of the job. This job will come with a two-year warranty that the paint will not peel.

Total

\$3,550.00

Client signature: \_\_\_\_\_



Date: \_\_\_\_\_

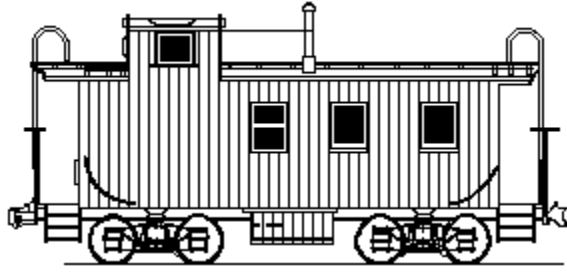
8/7/18

Wayne H. Nickum, Virginia

Florencio Contreras: \_\_\_\_\_

Date: \_\_\_\_\_





**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, AUGUST 7, 2018, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous regular meetings and any special meetings).
2. Report of the Treasurer.
3. Citizen's 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:

  - (i) Give her name and address;
  - (ii) Direct her remarks to the Council and not to other citizens present;
  - (iii) Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.

Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
4. Unfinished Business:
  - a. Town Trash Management Plan – Proposals:
    - i. Ban on Smoking on Clifton Town Property;
    - ii. Adding “No Smoking” Signs on Clifton Town Properties;
    - iii. Adding Additional New “Keep Clifton Clean” Signs on Clifton Town Properties.
  - b. Recreational Trails Program – Overview and Update;
  - c. Painting Fencing on Bridge over Popes Head Creek – Proposal;
  - d. Finance Committee – Makeup, Objectives, Legal Standing;
  - e. Discussion of Town Code Violations – Update.
5. Reports of Special Committees.
6. Reports of Standing Committees:
  - a. Planning Commission.
    - i. Discussion of Proposed Ordinance Changes regarding Lot Line Adjustments.
  - b. Architectural Review Board.
  - c. Other Committees:
    - i. Streetscape Committee: Proposal for Utility Assessment/Coordination/Design.
    - ii. Haunted Trail – Update and Request for Advance Funds Approval.
7. New Business:
  - a. CBA Request for Approval for Clifton Day – Road Closures, Banner, Use of Town Property;
  - b. 8-Acre Park Bridge Review and Repair;
  - c. Tree Removal and Trimming Request – Proposal.
8. Adjournment.