

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JULY 2, 2024, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Jay Davis; Councilmember Steve Effros; Councilmember Lynn Screen (Remote).
Absent: Councilmember Mary Hess; Laura Jane Cohen, Town Administrator.
Staff: Kerrie Gogoel, Town Clerk; Lisa Wax, Town Treasurer.

The Regular Meeting was called to order by Mayor Peterson at 7:32PM.

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
 - a. Councilmember Lynn Screen was not in physical attendance and was located in Texas due to family travel.
 - **Mayor Peterson moved to authorize the remote participation of CM Screen, seconded by VM McDonald. The motion was approved by poll 4-0.**
2. Report of the Town Clerk:
 - a. Welcoming of new Town Clerk
 - **CM Effros moved to approve Kerrie Gogoel as new Town Clerk, seconded by VM McDonald. The motion was approved by poll 5-0.**
 - b. Approval of the Minutes (previous meetings, special meetings, and work sessions).
 - **CM Screen moved to approve minutes as circulated, CM Effros seconded. The motion was approved by poll 5-0.**
3. Proposed Resolution to set Town Council Meeting Schedule for 2024.

It was noted that the Town Code dictates this as the first Tuesday of every month, therefore no additional action was required.
4. Report of the Treasurer:

See attached report.

The Treasurer indicated that the Fiscal Year had ended just two days prior to the Town

Council meeting, as such there will be more to come as final statements come in with the closure of the FY.

The Meals tax went into effect July 1, 2024, and the Treasurer indicated that they would ensure that any local businesses that the Town hadn't had direct contact with already on this topic would be contacted.

The Treasurer indicated that a search for an Accountant would begin.

- **Mayor Peterson moved to approve the Treasurer's report as presented, seconded by VM McDonald. The motion was approved by poll, 5-0.**

5. Citizen's Remarks:

Kevin McNamara, Main Street Pub: Expressed concern that the meals tax went into effect on July 1, 2024 and that concessions were not given to the Town restaurants. CM Davis suggested that the restaurants define their concerns and needs and that this be added to the Town Council agenda for August, CM Effros requested that the definition be as specific as possible and to include reasoning and details, Mr. McNamara was in agreement with this approach. Geri Yantis also suggested that Town Director, Laura Jane Cohen, serve as liaison with the community on this topic. Mr. McNamara indicated that he would coordinate with the other restaurant owners and send something to the Town Clerk by July 15, 2024 for the next council meeting.

Ed Ehlers, Resource Recovery Group: provided a reminder that bulk water would be provided for people attending the Clifton July 4 Picnic and to please bring reusable water bottles.

6. Reports of Committees:

a. Planning Commission

There were no applications to the Planning Commission this month for discussion.

b. Zoning Administrator

The Town does not currently have a Zoning Administrator.

c. Architectural Review Board

There were no applications to the ARB this month for discussion.

d. Committee on the Environment

No Report this month.

e. Special Projects Committee (Streetscape)

See attached report.

CM Davis inquired as to whether the Town is all set with all VDOT requirements for moving the project forward, Geri Yantis confirmed that he anticipates that the Town is ahead of schedule and anticipates getting everything needed done by the end of the year.

CM Effros requested clarification on what the Town needs to work with Southern Railway. Mr. Yantis clarified that essentially because NOVEC and Verizon are

looking to pull new lines through the existing conduit under the railway, Southern Railway needs to be looped in and must issue a permit.

Mr. Yantis indicated that financials were not included in the report as there appears to be some discrepancy with VDOT's financials vs. the Town's. The discrepancies were clarified in a meeting with VDOT; however, Mr. Yantis is going to share a spreadsheet with Town Council members and also perform an independent review of the financials to ensure everything is matched to the cent level. The Town Clerk provided Mr. Yantis with a location in Google Drive where he can share documents with the Council, and also review historic documentation.

Mr. Yantis requested clarification as to the budget for the Streetscape listed in the Town Budget, and the Town Treasurer clarified that Mr. Yantis was looking for what would be included in the balance sheet and not the budget. The Town Treasurer also indicated that this is something that the new Town Accountant would be able to assist with upon their hire. Mayor Peterson expressed that this hire was urgent and the Town Treasurer agreed that this was something they are trying to accomplish as soon as possible.

Mr. Yantis reported that last month it was approved by the Town to spend total funds not to exceed \$10,000 to drill the test holes required for environmental studies and to identify utility locations for the Streetscape project using two separate contractors. He indicated that while quotes are still coming in, it appears that this funding may be insufficient. He requested guidance on how to proceed should this be the case.

CM Davis moved to approve two separate procurements, not to exceed \$10,000 individually, to procure environmental studies and identification of utility locations for the Streetscape project. Mayor Peterson seconded and the motion was approved by Roll Call.

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

CM Effros: Aye

VM McDonald: Aye

7. Unfinished Business:

- a. Follow-up on DEQ litter prevention and recycling grant application
VM Regan reported that all reports and applications are submitted for FY24 and FY25.
 - b. Town Administrator title
Town Council discussed changing Laura Jane Cohen's title from Town Director to Town Administrator
- **Mayor Peterson moved to officially change the title from Town Director to Town Administrator, CM Effros seconded the motion. The motion was approved by poll, 5-0.**
- c. Town Attorney search
The previous Town Attorney has submitted their resignation, Mayor Peterson has asked Brandt Baber to assist with the search for a replacement. Mr. Baber

indicated that the search is ongoing, but that he has contacted the Virginia Local Government Attorneys' Association to sign up on behalf of the Town in order to acquire a larger pool of lawyers that represent local government to pull from. He indicated that while they have met with two law firms thus far, he would recommend neither of them.

d. Proposed sale of the Pink House and Helmer's lease

CM Effros noted that several town residents have approached him and members of the council indicating that the back building could be usable for the Town as, among other things, a home for Town employees, a committee meeting space, and Town storage. It was determined that at the previous Council meeting, there was a motion approved to perform a feasibility study and as such the discussion focused on defining the next steps of this. Ed Ehlers indicated that he is familiar with Fairfax historic properties which has a process in place to engage with contractors to do historic structure reports where they evaluate the property and provide a work plan with cost estimates, breaking it down into categories ranging from critical to cosmetic. He will provide this information to CM Davis who will work with the Town Administrator on this effort. Mr. Stein suggested that as the front building is historic, while the back building is not, that there may be state or federal funding to assist with the front building's preservation. CM Screen noted that this effort is in line with previous Town Plan goals to obtain additional funding for historic preservation. With regards to the back building, VM McDonald indicated that in the short term, if the Town is going to use the back building, they may wish to consider having it patch and painted and the Town will proceed with acquiring quotes.

e. Clifton Gala summary

Mayor Peterson reported that the final profit number appears to be between \$28,000 and \$30,000; however, this is secondary to bringing the community together, which was declared a huge success. The Gala for 2025 is being discussed already, though it will not be an auction next year.

f. Committee FOIA requirements regarding Public Notice

CM Effros reported that the Town Committees have all been informed that they must announce committee meetings a minimum of 3 days prior to the meeting. Notice must also go on the Town Calendar and be posted in the post office. To add things to the Town Calendar and post in the post office, they must reach out to the Town Clerk who will facilitate. There are locations that committees can meet, they can discuss with Mr. Baber about using the Acacia lodge and should the Town begin using the back of the Pink House as suggested previously, this could be another venue. The Town is undergoing an effort to update their website (see below) and this better public notice will be a part of that.

g. Rezoning of Pink House property from Industrial to Commercial

A motion was approved at the previous Town Council meeting to move forward with rezoning, this is in progress.

h. Website update

CM Davis reported that the Communications committee met the other week to discuss the need for a refresh of the website. Initial requirements were compiled and focused on the following: better document management; improved calendar management; and a payments portal to assist with BPOL, planning commission, ARB, meals tax etc. Mr. Yantis suggested that the committee look at Hillsboro as

an example of a smaller town nearby whose website may inspire ideas, and CM Screen suggested that Fairfax County may have something that we can tap into to assist with guidance for the site. Currently the Town Administrator is engaging with vendors to acquire additional information, as well as Michelle Stein has offered to speak to organizations she has previously worked with. The goal at this early stage is to determine rough order of magnitudes as far as cost goes and then be able to report back next month.

The topic of domains came up as part of this discussion. CM Effros highlighted that any action taken on behalf of the Town needs to go through the town email system, i.e. through the cliftonva.gov email addresses. He also indicated that it was reported to him that we have some clifton.com email addresses and inquired as to what the status of that is. CM Davis indicated that the Town is indeed moving in that direction and additional cliftonva.gov email addresses have been issued, for example for the Streetscape effort. Additionally, Darrell Poe highlighted that the Town does own some additional domains for websites that should then forward to the Town's official website. Jeff Stein indicated that the CBA does own and use cliftonday.com and cliftonva.org.

- i. Cares Act Covid Relief and plans for expenditures with Dec. 31, 2024 deadline
Mayor Peterson requested that a list be developed of items for which this funding could be used. Various topics were discussed, such as funding for the Town Administrator's position, aspects of the Streetscape project, contributing to the Pink House, the Caboose restoration, or updating the Playground. CM Screen suggested that it would be a good strategy to identify large projects to use this funding on, rather than a variety of smaller projects which would make reporting more complex. CM Screen indicated that she would look at getting an estimate on the playground.
 - j. Barn "raising" update
Mayor Peterson indicated that he approached Adam Cirigliano on this topic to request his leadership and to bring in Dwayne Nitz. CM Davis suggested that there may be access concerns should this be placed in the Harris Park extension.
 - k. Adopting interim procedure for posting meeting and event notices on Clifton calendar while working out the details on a new web site, calendar, email etc.
It was discussed that Chuck should be contacted and informed that the new Town Clerk is in place and can take over this effort.
8. New Business:
- a. Formal request to the CBA to pay for the painting and indoor restoration of the Caboose
Mayor Peterson made a formal request to the CBA to fund the painting and restoration of the Caboose. Jeff Stein indicated that Michelle Stein would bring it up at the August meeting; however, Mayor Peterson would like to get the process started before that as it was a main goal of the Gala. That being said, CM Effros indicated that money from the Gala cannot be specifically allocated in that manner. Mayor Peterson spoke with Jim Chesley as he may have insight as to who Fairfax Station uses and the costs for such an effort for their Caboose. CM Effrose noted that the Caboose in Fairfax Station is in the shade while the Clifton Caboose is in the sun and that may have a significant impact. Jeff Stein indicated that Chris

Spina volunteers at a train museum in Pennsylvania and that he would discuss this with him, as he may have insight on specific paints that may be required. More to come in the next meeting as more information is gathered.

- b. Propose new ingress/egress traffic pattern in Villagio/Town parking lot
Mayor Peterson highlighted that cars often get stuck on the railroad tracks because of other vehicles waiting to turn left into the Villagio/Town parking lot immediately after the tracks. Due to the danger this poses, it is proposed to change this traffic pattern such that you may not enter the parking lot from Main Street, only from Chapel. Mayor Peterson stated that business owners and landlords of the Villagio building are on board with making a change, but that they would prefer to implement gates to block traffic rather than angling parking due to a concern with losing parking spaces. Citizens voiced concern that gates are not in keeping with the historic feel of the Town, and that signage would be a challenge to enforce. CM Davis indicated that this was proposed last year, and we have an open query with VDOT on the topic. Mr. Yantis is working with VDOT on the Streetscape project and said he would reach out to them to inquire about the open query.
 - c. Filming in the Town
Mayor Peterson reported that the Christian Broadcasting Network has requested to film in Town to provide B Roll for an upcoming interview they are conducting with a resident, and that they may bring in a drone. CM Davis stated that the personnel concerned have a pilot on staff to operate the drone and no permit is required to operate the drone as the Town is outside of any restricted flight areas. No issues or concerns were reported with this request.
 - d. Communication Committee
This was addressed in item 7.h. above.
 - e. Clifton Day 2024
The CBA formally requests to hold Clifton Day on the 10/13/2024 this year.
- **Mayor Peterson moved to approve Clifton Day being held on October 13th, VM McDonald seconded the motion. The motion was approved by poll, 5-0.**
9. Adjournment.
Having concluded the business of the evening, the Council adjourned the meeting.
- **CM Effros moved to adjourn the meeting, Mayor Peterson seconded the motion. The motion was approved by poll, 5-0.**

TREASURER MONTHLY REPORT

June 2024

COUNCIL MEETING – July 2, 2024

Budget – Current FY24

- Approximately \$100K surplus expected.
- Holding open the books a couple of weeks.
 - Capture costs for move of Town records and all Gala income/expenses.
 - Correcting journal entries to clean up outstanding items in QuickBooks.

Meals Tax Implementation

- Form and letter mailed to impacted businesses. Form is also posted on website. First payment (July collection) due August 20, 2024.

Account Balances

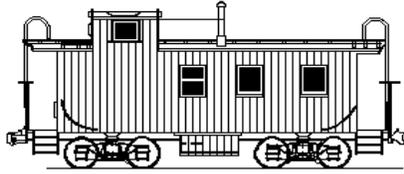
- As expected, the J2 invoices are increasing as the streetscape project moves forward. In June, moved \$10K from United Money Market to Checking to cover \$24K invoice. July invoice for \$22K may require moving funds from United Money Market depending upon timing of VDOT reimbursements.

Accounting Support

- During July/August, Treasurer will begin gathering references and quotes for accounting firms who can provide audit readiness support.

ASSETS	5/31/2024	CD Term	Maturity Date	APR %	<u>Notes</u>
Current Assets					
Checking/Savings					
United Bank - Haunted Trail Account	4,745.95				
United Bank - Events Acct	5,006.97				
United Bank - Checking	37,421.48	Min Bal \$2,500	"Chairman's Club"		
United Bank - Security Deposit	4,416.08				
United Bank - Money Market Savings	289,049.41	Min Bal \$15,000			
Investments-LGIP	1,266,550.41			5.55%	
Total Checking/Savings	1,607,190.30				





Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

July 2, 2024

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949)

June Town Council Meeting
PROJECT UPDATE

1. Please see Project Quarterly Update submitted on July 1, 2024, for general update.
2. Comprehensive Project Expenditure Summary – a meeting was held with VDOT to review all the reimbursement requests for the project and the correlating VDOT Summary's. Some of the discrepancies were resolved which involves the previous project UPC 80798 (original project & Triangle). To confirm these discrepancies a comprehensive review will need to be done of UPC 80798. The remaining discrepancies are being investigated by VDOT. Expecting to receive a response by mid-July. The process for In-Kind Match is also being reviewed by VDOT which will include involvement with the Central Office.

This review is holding up a new reimbursement request which would involve an in-kind match. A partial reimbursement request will be submitted which will utilize as much of the remaining SAFETEA-LU Funds as possible since the reimbursement is 100% and no local match.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers

TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM QUARTERLY PROJECT STATUS REPORT

Project Name: Town Of Clifton Streetscape Project for Main Street – Phase II
Project Number: CLFT029-101, P102, R201, C502 (UPC 1099949)
Sponsor: Town Of Clifton

Month: July
Year: 2024

Current Project Phase: (Check each activity that applies)

PE Consultant Acquisition

- Not Applicable
- RFP Advertised
- Consultant Selected
- Pre-Award audit complete

Construction Authorization

- Requested authorization from VDOT
- Authorization received

Design

- Preparing Plans
- 50% Plans submitted to VDOT for review
- 100% Plans submitted to VDOT for review
- Bid document submitted to VDOT for review

Contractor Acquisition

- Project advertised
- Recommended award to VDOT
- Construction contract awarded

Environmental

- Preparing NEPA Document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- X Requested authorization from VDOT
- RW acquisition complete
- Utility relocation complete
- RW certification received

Project Completed

- Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right-of-Way authorization and is currently in a revision to the ROW Phase.

1. Open Forum Public Hearing
 - a. Transcript was submitted to VDOT on April 16, 2024.
2. VDOT requirements for the Project moving forward.
 - a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **In process and projecting to submit to VDOT by August 1st.**
 - b. Advertise Project for Construction Date to be completed by the end of June 2025
 - c. Progress Reports to be done Quarterly – **2nd Quarter Report Complete.**
 - d. Update Agreement to reflect new costs.
Completed.

- e. Resolution from the Town that covers the Town's match and speaks to covering costs above and beyond the award amount.
The Town of Clifton executed the requested Resolution on April 2nd and the Town received a fully executed Appendix A on April 8th from VDOT.
- f. Town's part time staff to attend locality qualification program within 6 months.
The Town hired a new full-time employee, Laura Jane Cohen, as the Town's Director of Economic Development, Communication, and Marketing. Laura Jane attended the online Qualification Program modules in May and attended the final online, instructor led, seminar on May 17. She received the Certificate of Completion on May 17. Thus, the Town now has Laura Jane Cohen (full-time employee) and Martin (Geri) Yantis (Project Manager) receiving the Certificate of Completion for the VDOT Qualification Program.

3. Utility Consultant

On April 2, 2024, the Town executed a Change order Agreement with J2 Engineers to engage CES Consultants to act as the Projects Utility Coordinator.

The Project is moving forward with the concept of hiring a contractor to install all the utility pathways in lieu of the utility companies and the utility companies would then pull their respective utilities through these pathways.

CES, the Town, and the Utility companies have had several meetings to develop the Utility Pathway Design for the Project. The meetings have discussed the most efficient pathways for the relocation of the utilities. Each utility has reviewed the pathway progress designs and have provided their input. The current design will require two easements for the utilities.

As a part of the discussions, the Project Team decided to have a few test pits conducted to locate the depths of the existing underground utilities. This will provide data to utilize in the design and to minimize any potential unforeseen conditions. The Town is in the process of procuring these services.

4. Verizon

The Town, along with the help of VDOT, informed Verizon that they would be responsible for the cost of the relocation of their utilities for the Project. The town informed Verizon of the following: The Project is a VDOT Project, the UT-9's previously provided clearly shows the existing utilities are located in the VDOT right-of-way, and although the previous franchise agreement with the Town has expired, there was not language in the agreement regarding the town being responsible for the relocation of the utilities. Through much discussion Verizon has tried to state otherwise, but VDOT has been a tremendous help to clearly state Verizon's responsibility for the costs of the relocation of their utility. Verizon requested to review the engineering drawings for the project, and the drawings were provided to them. The Town is waiting for their response.

5. Railroad Coordination

The Town has established communication through Keyana Holloway with Norfolk Southern. There have been a number of communications with her, and it has been established that any work in the ROW by the utility companies will require a permit with the railroad. Verizon and NOVEC are in the process of submitting these permits.

The initial response for the required mill and overlay in the railroad right-of-way, is that it can be resolved through the exiting Lease Agreement the Town has with the railroad.

6. Sources for additional funding for the Project
 - a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.
7. Discussions are ongoing on the status of VDOT Maintenance of the three repairs along Main Street which are within the Project limits.

Explain any delays experienced and efforts made to correct:

None

Describe anticipated work efforts over the next three (3) months:

1. Finalize the pathway design so CES can create construction drawings for the pathways and make final determination on the size of the required easements on two properties.
2. Submit the revised site plan to VDOT for their review.
3. Procure the services for the utility test pits.
4. Re-engage Bowman Consultants for their services to acquire the necessary easements for the Project. This will include utility easements, permanent maintenance easements, and temporary construction easements.
5. Verizon Franchise Agreement – continue discussions to negotiate a new agreement and finalize the cost allocations between the Town and Verizon for the relocation of their utility per item 4 above.
6. Cox Franchise Agreement – negotiate the responsibility of the costs for the relocation of the utilities.
7. Continue to work with Norfolk Southern Railroad, Verizon, and NOVEC, to affirm the existing easements/right to enter agreements between Norfolk Southern and the Utility Companies.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM