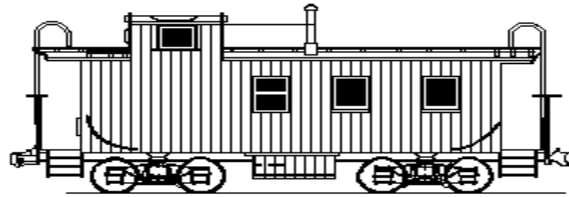


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

Mailing Address:
P.O. Box 309
Clifton, VA 20124



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2024, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

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

The Regular Meeting was called to order by Vice Mayor McDonald, presiding due to Mayor Peterson's absence, at 7:33PM

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
 2. Wayne and Donna Nickum Community Service Award Presentation
 - a. The award was presented to Bill Holloway and Phyllis Lovett by Councilmember Effros.
 3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Hess moved to approve the minutes from August 2024, the motion was seconded and approved by poll, 4-0-1.**
- b. The Clerk completed their FOIA Officer Training and has registered with the FOIA Council as the official FOIA Officer for the Town.
 - c. The Clerk followed up on previous discussions surrounding the Town's Google Suite. It was determined that the Town has an account at the subscription tier "Google Business Starter", which has not historically allowed the ability to create Shared Drives. This is the primary feature of interest to improve document management capabilities. In the Clerk's research, it was identified that this feature will be extended to the Town's subscription tier in September 2024, and as such no change to the subscription tier is required at this time.
 - d. The Clerk reminded the Town Council that the November Town Council meeting has been moved to November 12th to avoid interfering with Election Day.
 - e. The FY2025 fire programs fund disbursement agreement was executed, funds will be disbursed on 9/20/2024.

- f. The Clerk reported that a resident inquired whether it would be possible to stream Town Council meetings online. It was discussed by the Council that it is permissible but that next steps would be price out and acquire the technology (microphones, etc.) required to ensure that people can hear everyone appropriately. Additionally, there would need to be someone dedicated to watching the stream to make sure that it is working and that remote attendees could participate. More to come next month after additional research.
 - g. The Clerk noted that they have received requests from some committees for email addresses, specifically Parks and Finance so far. The Clerk inquired what bounds exist around these emails, with particular interest in who the address is issued to and who has access. CM Davis suggested that no email address should be shared and that it will be issued to the chair of the committee. Should the chair of the committee choose to delegate that responsibility then they can, but it would be handed off and not a shared account. This suggestion was generally agreed upon. It was also noted by the Council that there is a nominal charge to the Town for all new accounts, and that there should be a definite reason for an account as not all committees require this. It was determined that the Clerk should set up email accounts for the current requestors, Parks and Finance.
4. Report of the Treasurer
See attached report.

The Treasurer discussed that there was a previous agreement with the Northern Virginia Conservation Trust (NVCT) to split the parking proceeds from the Haunted Trail with them, with the understanding that the funds are rolled back into the floodplain. The Treasurer requested approval of the payment in the amount of \$1,243.

- **VM McDonald made a motion to approve the payment with the understanding that it will be rolled back into the floodplain park with additional support to invasive plant removal. The motion was seconded by CM Screen and approved by Roll Call.**
VM McDonald: Aye
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye
CM Effros: Aye

The Treasurer requested the Council approve payment for the July J2 Services bill for the Streetscape in the amount of \$32,030.60. See more information below in the Streetscape Committee section.

- **CM Davis made a motion to approve the payment requested pending the approval of the Town Administrator and the Streetscape Committee. The motion was seconded by VM McDonald and approved by Roll Call.**
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye
VM McDonald: Aye

CM Effros: Aye

- **VM McDonald made a motion to approve the Treasurer's Report. The motion was seconded by CM Effros and approved by poll 5-0.**

5. Report of the Administrator

a. Caboose Painting:

The Administrator contacted Warrenton where they have the same caboose as the Town and they provided a strong recommendation for who they use to maintain their railcar. The cost estimate provided by their recommended vendor was \$5,000 less than what was previously approved by the Town for the previous vendor and as such the Administrator is using the vendor recommendation from Warrenton. The Caboose will be repainted by Clifton Day, and the Administrator is working on replacing the broken windows. CM Effros inquired whether the Town should consider replacing the windows with plexiglass to prevent the glass being broken again and the Administrator reported that in Warrenton they replaced the glass and then put a cover over it to prevent damage.

b. Restaurant Liaison

The Administrator met with the owner of the Clifton Café and discussed the needs of restaurants and businesses in Town. More to come after the next meeting with the businesses.

c. The Administrator followed up on the agreement mentioned by the Treasurer regarding sharing 50% parking fees with NVTC and inquired whether there is an official MOU with them. Laura McDonald (COTE) and CM Effros confirmed that it has always been a verbal agreement that is approved by the Town Council.

6. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Citizen Sandy Forney announced that there will be line dancing held at Paradise Springs on September 27 and that they look forward to a happy and healthy Clifton community while supporting local businesses.

7. Reports of Committees:

a. Planning Commission

Commission Chair Kathy Kalinowski indicated that there were no applications to report; however, the Commission met and discussed the Town Plan – specifically they discussed the restaurants in Town and potential solutions for the biggest challenge that is parking. The Commission discussed possible ways to improve the parking at the floodplain, recognizing that it is not just the plan but may potentially require zoning changes down the road. CM Effros inquired whether there is a conservation easement that restricts parking in the floodplain, and Chair Kalinowski indicated that the parking has been carved out of the easement but that the issue is that the parking is not used. CMs Effros and Davis indicated that the parking is not used due to the walkway to Town, but that if we were perhaps able to better hardscape the space, provide better lighting and signage as well as improving the path, this may help alleviate the stress on the rest of the Town

parking. The Town Administrator suggested that it could be possible to better mark out the parking between the Belle Jar and Acacia Lodge, and perhaps talking to VDOT about providing a crosswalk on that side of the railroad tracks could help as well. Chair Kalinowski reported that the Planning Commission will make generalized goals and then send it out to impacted committees; however, there is no parking committee at this time and that perhaps this should be revisited.

b. Architectural Review Board

CM Hess updated the Council on the two applications reviewed by ARB this month, provided below.

12722 Chestnut Street | Fence Replacement and Shed Replication

- Chair Jarrendt moved to approve the wood fence as applied for, and to approve the concept of rebuilding the shed in the same location with the same height, dimensions, and materials, but before work begins the applicants shall come back with drawings to include doors and windows. The motion was seconded by Member Lovett and approved by poll, 4-0.

12637 Chapel Road | Fence Replacement

- For this application, Member Lovett became Acting Chair. Member Lovett moved to approve the fence. The motion was seconded by Member Nitz, and was approved by poll, 3-0-1 (Chair Jarrendt abstained).

c. Finance Committee

Chair Hutto reported that the Committee will be meeting on September 4, with the main topic of discussion being to look at the Pink House. CM Effros noted that a real estate agent has looked at the property, and that the Town has discussed getting a realistic assessment of what is needed to repair the facility either for sale or to continue to lease it under Town ownership. He indicated that ARB Chair Royce Jarrendt had provided an informal assessment of the floor/structure but inquired what happened with the recommended resources/vendors from the County that were recommended several meetings prior. The Administrator indicated that those resources required being paid and as such the decision on whether to move forward with those resources was sent back to Town Council. CM Effros indicated that it seems that there will need to be someone to look at the state of the property regardless of the potential decision to sell it and inquired if we can get a rough estimate as to what it will cost. The Administrator indicated that we do have a list with some quotes but agreed that there needs to be an overall assessment and preliminarily have a discussion regarding what the business owner has noted as issues. CM Screen requested that the Finance Committee determine from what perspective someone needs to assess the house: partial renovation, full tear down, etc. and requested that they lay out a few different paths forward. Chair Hutto agreed and indicated that this would be provided at the next Council meeting.

Chair Hutto also discussed the potential of having an investment policy statement, as typically this gets matched up with the strategic or Town Plan.

d. Special Projects Committee (Streetscape).

See attached report.

The Treasurer addressed the inquiries from previous meetings regarding the Streetscape contract and whether the Council should approve the full contract amount so that the Streetscape Committee does not need to request approval for invoices monthly. The Treasurer clarified that the bills are typically received within the first three days of the month, for the preceding month, and most do have a due date or say net30, there is no penalty for being late, and that the Town is not missing payments. It was the Treasurers recommendation to continue to have the invoices approved individually.

CM Effros clarified that the invoices must be going to the Town Administrator as well as the Treasurer and must be authorized by the Administrator. The Treasurer indicated that the invoices right now go to the Treasurer and to the Committee, but also reported that she will request that they be sent to the Administrator as well going forward. Citizen Brant Baber indicated that the Administrator should be helping to oversee the process as this could come up in an audit and that time should be built in for compliance purposes. CM Davis noted that the latest report indicated that many things had been sent to various parties (VDOT, Verizon, etc.), but that the Administrator was not included on any of that, and that should change so that she can access or review the information. CM Screen agreed that the process should be altered to better include the Administrator.

The Administrator inquired as to the Council's expectations for the process, whether all conversations should include the Administrator, or just at the Committee meetings, and how often the committee is expected to be meeting. VM McDonald suggested that the committee should be meeting monthly and performing invoice review and that the Administrator should be included on all emails for informational purposes so that she can be better wrapped into the information chain.

e. Committee on the Environment

Chair Laura McDonald reported that the COTE is in the second phase of invasive plant treatment and need funds to pay NVTC for this. The total estimate for this spring is \$2,805 and they need the Town to match half of that, NVTC will then take the money from the Haunted Trail parking previously discussed and apply it towards that. It was suggested to round up somewhat in case it costs slightly more.

- **CM Hess moved to approve the payment of \$1,500 to the COTE to pay for invasive species removal. The motion was seconded by CM Screen and approved by Roll Call.**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

f. Parks Committee

Chair Netschert reported that the VRE has requested to use Ayre Square as a pit stop on their upcoming 4th annual bike tour to be held on 10/5 from 8:30-11:30AM. Chair Netschert suggested that this one time use be approved as the VRE is a partner on the following week at Clifton Day. The route of the cyclists will be incoming on Chapel to Ayre Square and then turning left onto Main Street, before turning left again at the stop sign and exiting Town out Clifton Road. VRE had requested to use a port-o-john at the pitstop should the Town allow it. The Council generally agreed that the use would be acceptable should the port-o-john be on the premises for no more than two days and located in an unobtrusive location in the back corner of Ayre Square.

- **CM Hess made a motion to approve VRE's use of Ayre Square for their charity bike race on October 5, and that the port-o-potty will be allowed if it will be on the premises for less than 48 hours and located in the back corner of Ayre Square. The motion was seconded by CM Davis and approved by poll, 5-0.**

Chair Netschert also discussed that a subcommittee focused on the Playground to use grant funding met and discussed a focus on improving accessibility. Noted that there will be more to come. CM Effros reported that the Council needs a specific proposal for what the committee wants to purchase for the park and it needs to be obligated by the end of this year.

Laura McDonald reported that she was asked to put together some spec sheets for improvements to Ayre Square and provided options and cost estimates for updated benches and trash cans which would fit pizza boxes. See attached. VM McDonald inquired how these fit in with the intention to improve the park using CARES funding, and CMs Effros and Davis requested that there be a full proposal with anticipated expenditures. CM Screen indicated that while there is a larger vision for the park, in the short term the goal is to pick a few playground pieces of equipment that would be helpful for children with developmental disabilities. The Treasurer confirmed that the Town has about \$51,000 in CARES funding to be obligated by the end of the year and CM Effros added that it isn't all what is being spent on the park, but that is what could be spent on the park and counted towards the CARES Act. VM McDonald reported that he has investigated having the floodplain parking cleaned up and that it may need repairs in future. He has acquired a quote to clean it up in the amount of \$3,348 and indicated that this is within budget and could also count against CARES should the Town decide that.

- **VM McDonald made a motion to approve the expenditure of \$3,348 for cleanup of the floodplain parking. The motion was seconded by CM Effros and approved by Roll Call.**
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye/

VM McDonald: Aye
CM Effros: Aye

- g. Communications Committee
CM Davis reported that the project for the new website was initiated the week prior, that payment was approved, and that the kickoff is scheduled for 9/11/24.
 - h. Haunted Trail Committee
CM Screen reported that the Haunted Trail is confirmed for 10/26/24 and this year there is a goal to streamline the administrative processing and have Town employees assist more, there are also a lot of returning volunteers including Sydney Sawyer. CM Screen also requested a banner for Haunted Trail, to go up on the morning of Clifton Day and stay up through the date of the Trail event.
- **CM Screen made a motion to allow the Haunted Trail banner to go up on the morning of Clifton Day and stay up through the date of the Trail, 10/26/24. The motion was seconded by CM Hess and approved by poll, 5-0.**
8. Unfinished Business:
- a. Town Attorney Search
The Legal Committee recommended that the mayor and council meet with and consider retaining Robert Sproule and the firm of Harrison and Johnston, and suggest that meeting occur no later than the next Town Council meeting. CM Davis requested that the prospective Town Attorney's information be provided to the Town Council. VM Davis and CM Screen recommended that the entire Council does not need to meet with the prospective Town Attorney and it was determined that CM Hess would meet with the individual.
 - b. Caboose
 - i. Painting and Renovation
See Administrator report.
 - ii. CBA Meeting
Determined that the Town Council representative for the Caboose committee will be VM McDonald.
 - c. Pink House
No update at this time, see above in Finance Committee for more information.
 - d. Meals Tax and Restaurants
No update outside of the Treasurer report.
 - e. CARES Act List
It was determined that a written list will be provided for the next meeting by the parks committee.
 - f. Barn Raising
No further details at this time.

- g. Ingress/Egress at Villagio/Town Parking lot
No further details at this time as this was tasked to an individual who was not present.
 - h. Norfolk Southern tanker car traffic through Town
The Town Administrator reported that they did reach out through Dan Helmer's office to inquire what is in the cars and that it still outstanding. The other inquiry was whether there was an agreement to avoid bringing the cars through Town, particularly if the contents are hazardous, as there is concern whether the Town should be holding emergency drills and have a designated emergency coordinator etc. CM Screen reported that when the mitigation plan was completed that this may not have come up but that they would confirm. Citizen Brant Baber reported that in their memory, many years ago this was part of a federal railway program to circumvent the DMV area, not something specific to the Town or even Fairfax County. They suggested that the Administrator expand their inquiry and also that they would provide pictures of the tanker cars to the Administrator.
9. New Business:
- a. Caboose
 - i. Renovation of the Cart as a Boy Scout Eagle project
No update
 - b. VRE 4th Annual Bike Tour Pitstop at Ayre Square (10/5 8:30-11:30)
See above in Parks Committee report.
 - c. Accounting Firm search
Ongoing, see Treasurer report for more information.
 - d. Beautification wish list for Ayre Square
See above in Parks Committee report.
 - e. Pink House back building wish/maintenance list
The Town Clerk reported that they had met with VM McDonald, the Town Treasurer, and Town Administrator to compile the attached list with the goal of outfitting the building for use by the Town administrative staff and committees, while keeping in mind the potential sale of the building. CM Hess inquired whether there are regulations to be aware of should it be used as a workspace, the Treasurer reported that while it isn't an accessible building, the Administrator indicated that there are appropriate signage for exits and the Town would install smoke/fire alarms etc. CM Screen inquired whether this is in budget and where the funds could come from, the Treasurer confirmed that the funds would come from a variety of line items including but not limited to the normal office supply budget and Pink House maintenance. VM McDonald affirmed that the Town wants this space to be professional and recommended that the Town approve \$4,000 to cover one time cost and maintenance items.

- **VM McDonald moved to approve the ongoing expended and cleaning in addition to \$4,000 for the startup of the Town Office. The motion was seconded by CM Davis and approved by Roll Call.**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

f. Town Council Communication outside of meetings

CM Effros clarified for the Town Council the work that can be done via email, and he and CM Davis worked together to discuss improving communication. CM Davis indicated that the goal is to increase asynchronous communication across the Town Council when out of session, to help prepare for the sessions and help to accomplish more. There are ground rules that will be established for email conversations such that communication can continue while within the bounds of FOIA discoverability – primarily that the communication cannot be simultaneous, as that constitutes a meeting.

CM Davis also recommended that communication via the committees be improved, specifically suggesting that if a committee has a request or suggestion for the Council that the information or report be provided in writing at least a week prior to the Town Council meeting in question. This would ensure that the Town Council has adequate time to review the request and help streamline the approval process. CM Screen suggested that a form or template be created to help facilitate requests so that committees understand expectations, CM Hess volunteered to develop the form.

g. Food Establishments and Special Use permits

The Town Administrator reported that one of the conversations they have had with the various businesses in Town was to help streamline the use permit approval process for recurring events, as well as revisiting the patrons:parking ratio of 6:1. Planning Commission Chair Kalinowski indicated that typically there is a 2-week turnaround for the use permits, unless there is a public hearing requirement which extends it to 30 days, and that this is rather streamlined compared to other local jurisdictions. Chair Kalinowski indicated that businesses can include special stipulations in their use permit to include special events or to add more seats for patrons, and that most businesses in Town have some sort of stipulation. VM McDonald inquired whether a use permit can be amended without revisiting the entire process, and Chair Kalinowski reported that it is typically too difficult to keep track and so the Planning Commission typically issues a new one and reincorporates the old. They also reported that the Commission is working on new use permit forms which will hopefully ease the process for all parties.

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10. Adjournment.

- **VM McDonald moved to adjourn the meeting, it was seconded by CM Hess and the motion was approved by poll, 5-0.**

TREASURER MONTHLY REPORT

August 2024

COUNCIL MEETING – September 3, 2024

Major Payments – Budgeted items

- Stokes Tree Service \$2,500.00 for Harris Park tree work (maintenance budget).

Other Payments – Approved by Council last month

- J2 Engineers \$22,146.88 for invoice for services covering June 1-30, 2024.
- Revize Software Systems \$5,000 for initial payment for Town website.
- Rail Car Painting \$4,500 for deposit to schedule Caboose painting.

Requests for Approval of Payment

- Per Vice Mayor McDonald: Previous agreement to split 2024 Haunted Trail parking proceeds with Northern Virginia Conservation Trust. Request Council approval to cut a check to NVCT for \$1,243.00.
- J2 Engineers bill for July services in the amount of \$32,030.60.

FY24 Closeout

- Only remaining item is depreciation schedule. Previous accounting firm White, Whithers, Masincup, & Cannaday has been unresponsive to inquiries by B. Hutto; Treasurer sent letter on 8/19/24 requesting all previous records and working papers. No response as of 9/2/24.

Meals Tax Implementation

- 7 filings received for July period, totaling \$21,717.
- Requested that Clifton Day food vendor POC Phyllis Lovett notify all for-profit food vendors of meals tax.

Account Balances

- Moved \$25,000 from United Money Market to Checking to cover J2 payment.

Accounting Support

- Contacted three firms; two responded.
 - VML-VACo – provided proposal with hourly rate; Treasurer requesting approximate estimate of hours
 - Robinson, Farmer, Cox Associates – only does audits; will provide referral
- Finance Committee to discuss at meeting on 9/4/24.

Town of Clifton FY25 Budget Performance

	August	Month Budget	Jul '24 - June '25	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)		4,292	400	8,583	51,500
Town Meals Tax - NEW	21,717	0	21,717	41,667	250,000
All Other Tax and Permit (State, County, NVCTB)	4,249	4,400	9,146	8,800	52,800
Facility Rentals (Town Hall, Pink House, Parks)	3,675	3,579	4,588	7,158	42,950
Grants (Fire, Litter Control)		2,844		5,688	34,129
Events					
Celebrate Clifton Gala		333		667	4,000
Haunted Trail		5,000		10,000	60,000
Homes Tour		417		833	5,000
Interest Income	6,646	5,167	13,355	10,333	62,000
Other Income		0		0	0
Total Income	36,287	26,032	49,205	93,730	562,379
Expense					
Payroll Expenses	11,099	12,996	21,358	25,993	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	5,437	10,659	5,937	21,317	127,904
Facilities (Town Hall, Pink House)	1,308	4,746	1,308	9,492	56,950
Services (Landscape, trash, electric)	5,237	4,183	10,214	8,367	50,200
Grants (Fire, Litter)		2,344		4,688	28,129
Events	1,235	2,342	2,478	4,683	28,100
Committees	257	1,846	257	3,692	22,150
Commodities	109	465	173	930	5,580
Other (Council Approval Required)					0
Total Expense	24,682	39,581	41,726	79,162	474,969
Net Income from Operations	11,605	(13,549)	7,479	14,568	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	4,500	3,167	4,500	6,333	38,000
Net Income - CIF Funds/Town Funded	(4,500)	(3,167)	(4,500)	(6,333)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333		146,667	880,000
CIF Expenses					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	32,031	18,917	54,043	37,833	227,000
Streetscape 2A - Right of Way		72,750		145,500	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	32,031	91,667	54,043	183,333	1,100,000
Net Income - CIF Funds/Grant	(32,031)	(18,333)	(54,043)	(36,667)	(220,000)
Consolidated Net Income	(24,926)	(35,049)	(51,064)	(28,432)	(170,590)

NOTES & Highlights:

**Town of Clifton
Account Balances
FY25**

	8/31/2024	CD Term	Maturity Date	APR %	<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
United Bank - Haunted Trail Account	4,749.02				
United Bank - Events Acct	5,012.97				
United Bank - Checking	18,277.72	Min Bal \$2,500	"Chairman's Club"		
United Bank - Security Deposit	3,116.37				
United Bank - Money Market Savings	250,742.66	Min Bal \$15,000			
Investments-LGIP	1,278,209.50			5.54%	
Total Checking/Savings	1,560,108.24				



The goal of this effort is to outfit the building such that it can be used for clerk, administrator, treasurer, and committee purposes, while keeping in mind the potential resale. **The cost estimate for all one-time use purchases comes to approximately \$1,750.** This does not include ongoing costs such as an alarm, fire detection, or cleaning services. Those additional costs are also detailed below. This also does not include maintenance costs for items which need to be fixed, these items are also detailed below.

Wish List to use the back house as an office:

- One time purchases:
 - Case to be able to post calendars and meeting notices
 - Cost estimate \$100-150
 - Office chairs
 - \$80-200 each
 - Paper Shredder
 - Cost estimate \$200
 - Shelving for clerk records
 - In the immediate term, none. However, should we decide to migrate the boxes from Fairfax County to this location then we would need to purchase some shelves, \$100-200, though we would be saving that monthly fee from the storage unit.
 - New doorknobs, at least one of which should lock for securely storing clerk records
 - Cost estimate \$30
 - 2 Monitors/keyboards/mice
 - \$400-500 total
 - Lockbox with a code
 - Cost estimate \$20
 - Small vacuum
 - Cost estimate \$50
- Committee meeting needs:
 - Table
 - \$250
 - Folding chairs (6)
 - \$100-150

Additional costs – not included in above listed cost estimate:

- Ongoing needs:
 - Paper goods/Mailing supplies
 - Turn on cleaning contract
 - \$300/month
 - Internet
 - \$150/month
 - Smoke/fire detection
 - \$50/month
 - Turn on security system
- Maintenance items:
 - Leaking spigot outside
 - Water damaged ceiling tiles to be replaced
 - Replace flickering/damaged light bulbs
 - We may already have these in the building, cost may be \$0
 - Repaint interior

	Benches	\$ 2,200	7	\$ 15,400	
	Trash bins	\$ 1,100	6	\$ 6,600	
	Pizza box trash can	\$ 1,000	2	\$ 2,000	
				\$ 24,000	



THOMAS STEELE DIVISION

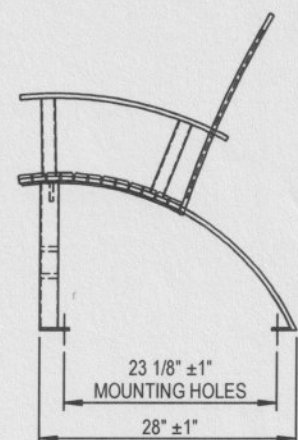
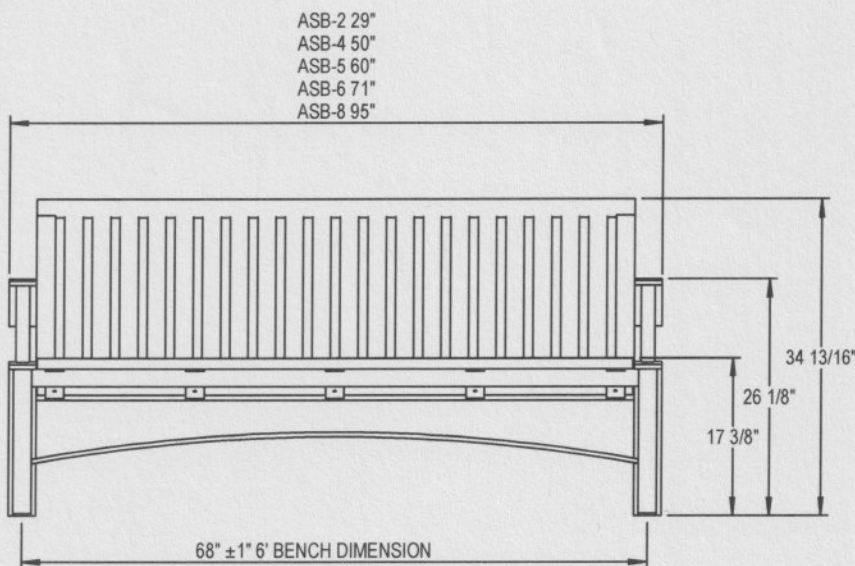
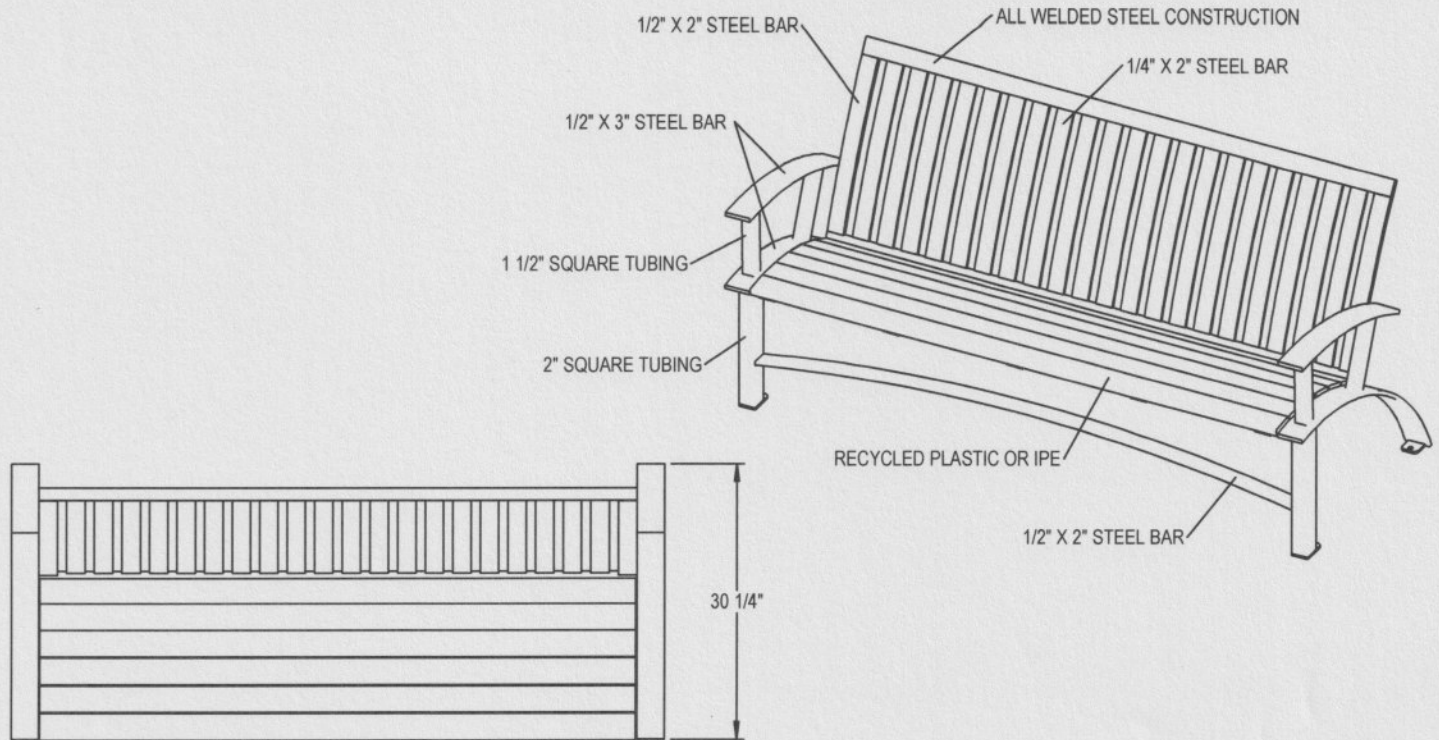
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WAUNAKEE, WI 53597

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PRODUCT: ASB-L(2, 4, 5, 6, 8)
DESCRIPTION: ASHTON BENCH 2, 4, 5, 6, 8 FT

DATE: 1-30-20
ENG: BLW

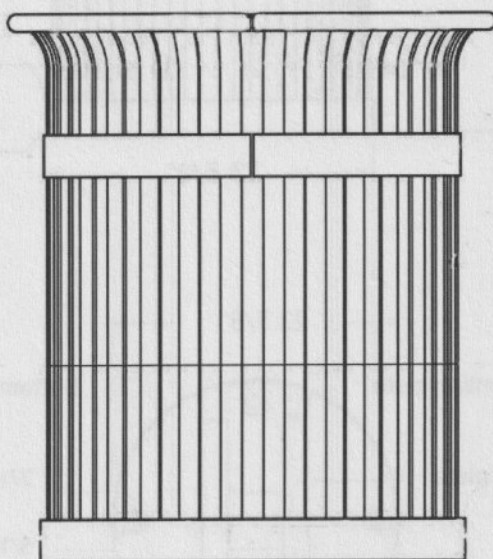
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SITE FURNISHING IS POWDER COATED WITH TGIC POLYESTER. STEEL SURFACE PREP INCLUDES MECHANICAL AND CHEMICAL ETCHING FOLLOWED WITH A COATING TO IMPROVE ADHESION AND CORROSION RESISTANCE.

Specification Sheet

Steel Slat Waste Receptacle



Material

Carbon steel weldment

Finish

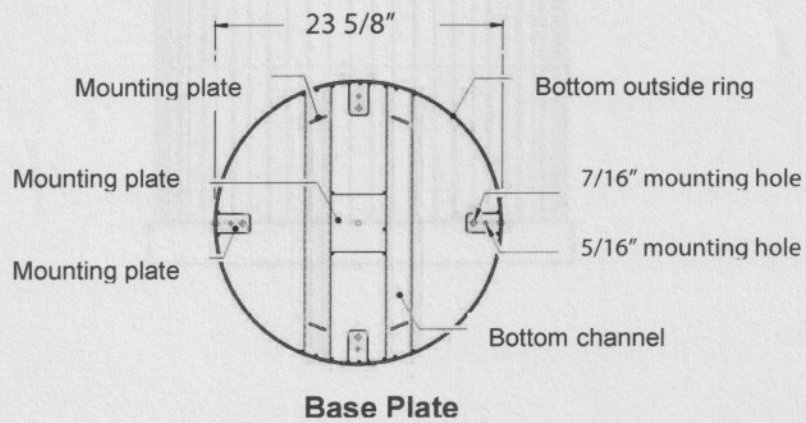
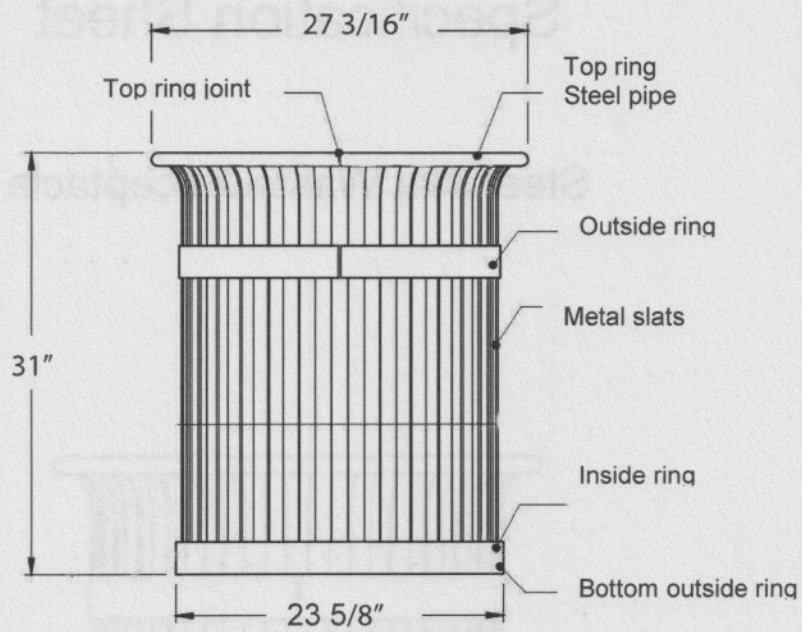
Zinc protected Black onyx powder coat

Hardware

All stainless steel

Liner

Rigid molded black plastic



Top Cover

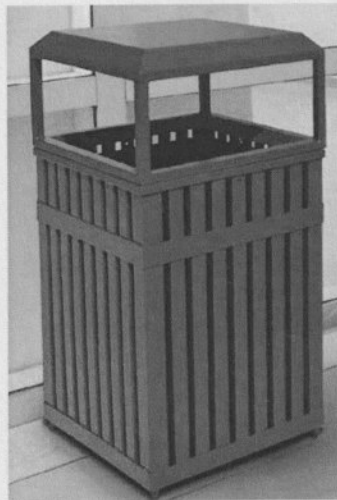
Cable Clip



Security Cable

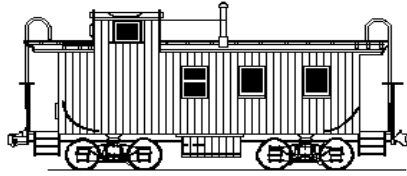
Specification Sheet

Steel Slate Outdoor Receptacle



SKU	Description	Color	Dimensions	Weight
08BX2075	Steel Receptacle	Black	21.25"sq.x41"h	74lb

35 gallon capacity
21-gauge steel construction
Powder coated finish
Removable top lid, attached to body by anti-theft cable
Galvanized black metal liner



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

September 3, 2024

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

PROJECT UPDATE

1. The Utility Pathway Design is almost complete. A meeting with NOVEC last week provided their latest comments for the pathway design. There are some revisions being requested from NOVEC and hope to finalize their design in the next week.
2. Verizon's responsibility for the costs of relocating their utilities – Still waiting for their final confirmation.
3. The Engineering Drawings were submitted to VDOT on August 15th. Initial review comments from VDOT should be provided by September 15th.
4. Comprehensive Project Expenditure Summary – Continuing to reconcile the reports.
5. A meeting was held with the effected Business Owners and the corresponding Property Owners along Main Street to review the current plans and begin a dialogue as the Project continues to move towards construction. It was a very productive meeting, and everyone was present at the meeting except Gian Piero (Clifton Café property owner). A separate meeting was held with Gian.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers