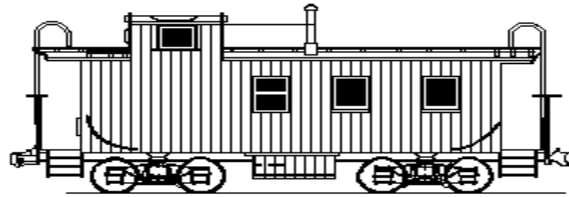


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 12, 2024, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

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

The Regular Meeting was called to order by Mayor Peterson at 7:30PM

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
 - a. Vice Mayor McDonald was not in physical attendance and was located in New York due to business travel.
- **CM Effros moved to authorize the remote participation of VM McDonald, the motion was seconded by CM Hess and approved by poll, 5-0.**
2. Community Service Award
 - a. The Community Service Committee voted that Kathy Kalinowski and Brant Baber will be the recipients of the upcoming award and this will be presented at the December Town Council meeting.
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Effros moved to approve the minutes both for the regular October Town Council meeting held on October 1, and from the Special Town Council meeting held on October 24, the motion was seconded by CM Hess and approved by poll, 6-0.**
- b. The Clerk reported that they had met with contractors to discuss replacing the flooring and painting the interior of the Town Office and received the attached quotes. Note that two contractors, ConApp (paint) and Home Depot (flooring) did

not respond to requests for quotes.

- **Mayor Peterson made a motion to accept the bid of Pinnacle Flooring up to \$6,500. The motion was seconded by CM Davis and approved by roll call:**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

CM Effros: Aye

VM McDonald: Aye

- c. The Clerk reported that they met began setting up Google Shared Drives as discussed in previous Town Council meetings, and that they met with CM Hess to discuss the organization rollout of them. Setup began with Town Council documentation as well as ARB and Planning. This is an ongoing effort which will expand as time progresses.
- d. The Clerk reported that they sent out email notifications for annual golf cart registrations which will be distributed in December. Some have started coming in and the Clerk will be following up with those that have not been received yet via mail.

4. Report of the Treasurer

- a. See attached report.

The Treasurer discussed that there is one request for approval for J2 on the order of \$9,300.88 detailed in the report and requested approval to pay the bill contingent upon approval from the Streetscape Committee and the Town Administrator.

- **CM Effros moved to approve the payment to J2 without objection, pending approval from the Town Administrator and Streetscape Committee. The motion was seconded by Mayor Peterson and approved by roll call:**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

CM Effros: Aye

VM McDonald: Aye

- b. The Town Treasurer discussed a request to increase the credit limit on the Town purchase cards. Now that all purchases are streamlined through the Town Treasurer it has become apparent that the existing \$2,000 limit which is shared across all three Town employees is not sufficient for many expenses. For example, the Haunted Trail purchases typically are on the order of \$8,000 over a short number of days, and for the efforts of purchasing new trash cans this would have been much more streamlined as well. The Treasurer spoke with the loan

officer, and they made a recommendation to increase the limit to \$10,000 and divide up the limit between the three employees. The account is still paid off every month and the Treasurer recommends the \$10,000 limit with the individual limits for the Town Administrator and Town Clerk set at \$2,000 each. Should this be approved, once the minutes are approved in December, the Clerk will sign the minutes and then the Treasurer can take the documentation to the bank to implement the change.

- **CM Hess made a motion to increase the credit limit to \$10,000 with individual limits for the Town Clerk and Town Administrator set at \$2,000. The motion was seconded by CM Effros and approved by roll call:**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

CM Effros: Aye

VM McDonald: Aye

- c. The Treasurer inquired whether the playground equipment previously discussed has been ordered. CM Screen reported that it has not because the shipping required for the equipment put the cost over the amount the Town had previously approved, and that an additional \$2,000 was needed to cover shipping.
- **CM Screen made a motion to increase the amount allotted to purchase previously approved playground equipment by \$2,000 to a maximum of \$11,000 to account for shipping. The motion was seconded by CM Hess and approved by roll call:**
 - CM Hess: Aye**
 - CM Screen: Aye**
 - CM Davis: Aye**
 - Mayor Peterson: Aye**
 - CM Effros: Aye**
 - VM McDonald: Aye**

5. Report of the Administrator

- a. The Town Administrator is awaiting quotes to replace the glass in the caboose. CM Effros inquired what is happening with the glass exactly and the Administrator clarified that the glass will be replaced, and that plexiglass will be put over it to prevent breaking. The Town Administrator suggested that even though there won't be a Holiday Homes Tour this year, that the Caboose be decorated and opened up during the tree lighting or horse parade. CM Screen indicated that previously they have facilitated this and that it is a very popular attraction, and they would be happy to host it again.
- b. The Town Administrator reported that the existing MOU with NVCT is expiring and that they are working with the COTE and NVCT on an initial draft to be brought to the December Town Council meeting. CM Effros recommended that

this document will need to be reviewed by the Legal Committee as well and the Town Administrator agreed.

- c. The Town Administrator noted that the Town does not currently have a Zoning Administrator anymore, and that the required training is coming up in December. They requested that the Town support the Administrator in acquiring this membership which requires three nights spent in Charlottesville for the training and a \$300 exam. CM Screen indicated that this was part of the anticipated trajectory of this role and so if possible, the Town would like to have the Town Administrator take this exam in December.
 - d. The Town Administrator noted that the Town Clerk volunteered to take the lead on the website revamp, and that the site mapping portion has been completed and the design phase is beginning.
6. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
There were no citizen's remarks at this meeting.
7. Reports of Committees:
- a. Planning Commission
See attached report
 - i. The Planning Commission reviewed the request for a preliminary residential construction use permit by applicant Royce Jarrendt, on behalf of homeowner Adriana Brazelton, at 7223 Dell Ave., Clifton, for an addition and other exterior modifications, such as a porch and deck, to the existing dwelling structure, which will result in land disturbing activity of 1,885 square feet. The recommendation is to approve the application on the foregoing terms with the conditions that the applicant will apply for a final use permit at the completion of construction, but no later than 2 years after approval; that the all permits, building and otherwise required by County be submitted; that all construction be in accordance with the plans submitted and in accordance with the issued Certificate of Appropriateness.
 - **CM Screen made a motion to approve the Use Permit for 7223 Dell Avenue. The motion was seconded by CM Davis and approved by poll, 6-0.**
 - ii. The Planning Commission reviewed a request for a preliminary residential construction use permit by applicant Carter Wyant at 12651 Water Street, Clifton, for construction of a deck replacement and expansion and porch construction. The construction will be in accord with the Building Permit Plans, by applicant's engineer, Tri-Tek Engineering, dated November 11, 2024, and which shows 2,479 square feet of land disturbing activity. The recommendation is to approve the application on the foregoing terms, provided that applicant apply for a final use permit at the completion of construction, but within two years of the date of approval;

that all permits required by the County be obtained and submitted; that the construction be in accordance with the plans and application as submitted and in accordance with the issued Certificate of Appropriateness; and any further construction, such as for the patio area be the subject of a separate application to the Town and separate building permit application.

- **CM Davis made a motion to approve the Use Permit for 12651 Water Street for construction of a deck/porch. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**
 - iii. The County has inquired whether the Town would like to amend the Stormwater Management and Erosion and Sediment Controls MOUs. The Planning Commission has reviewed them and the recommendation is to amend the MOUs and enter into new MOUs so that the County will continue to review development plans for E&S and Stormwater Management. CM Screen asked what the process looks like and Chair Kalinowski indicated that the County will propose new MNOUs and then the Planning Commission will review them and pass along to Town Council for them to determine if Legal Committee review will be required. CM Davis inquired what the budget would be for this and Chair Kalinowski reported that there may be legal fees.
- **CM Davis made a motion to agree to amend the MOUs and enter new MOUs with the County. The motion was seconded by CM Hess and approved by poll, 6-0.**
 - b. Architectural Review Board
Chair Jarrendt reported that the ARB discussed the two applications discussed in the Planning Commission report previously mentioned and that both were approved. They noted also that the ARB reviewed two applications for Villagio as they are in the process of changing the ventilation requirements inside which includes exhaust of the cooking area. There are roof structures and a platform required to go around the vents. The ARB asked for modifications to the application and it will be reviewed in the upcoming ARB meeting in November.
 - c. Finance Committee
Chair Hutto reported that they met with an architect contractor to review the Pink House with a focus on siding replacement, foundation, and window replacement. The architect would look at these three major items and then report back to the Town Council with estimates, and also look at what potential rent would be in these spaces. CM Effros inquired why use a new contractor when the Masonic lodge next door recently went through similar work, Chair Hutto replied that it would be looked into. CM Effros noted that base numbers are what is required, need to identify how bad of shape the buildings are in, and also need to determine what the goal of the renovation would be (livable space vs retail etc.). CM Davis noted that the first priority of this investigation should be to ensure it is a safe space, and then secondarily would be to look into how to make it a usable space.

ARB Chair Jarrendt noted that they have done a brief investigation of the property several times, but also detailed many of the issues typical of structures of this age in the Town of Clifton. In total, ARB Chair Jarrendt estimated that depending on the scope of work, their estimate would be upwards of \$200,000, and could raise to \$800,000. CM Davis inquired whether the Town could speak to the current tenants of the Belle Jar to get their perspective on safety and the Town Administrator noted that this has been done and the list can be provided again. CM Hess noted that the major concern is to ensure that the building is legally safe. CM Effros agreed that this is the primary concern and noted that to properly investigate the property, the number of moving parts need to be minimized, and the Town should focus on the safety of the flooring and foundation. They inquired whether there are specialists in flooring and foundation (the biggest safety factor identified) that could look at this rather than looking at the big picture. Citizen Geri Yantis and ARB Chair Jarrendt noted that what is needed is someone to develop the scope of work, and to have a structural engineer truly evaluate the building. Once the scope of work is identified then a structural engineer can provide guidance and quotes Finance Chair Hutto expressed concern that the scope of work was being discussed in an open session due to concern that architects in the room would develop the scope of work and then bid on that work. In the end, ARB Chair Jarrendt offered their services pro bono to develop the scope of work and collect estimates and noted that they would not bid on the work.

- **CM Effros made a motion to accept the offer by ARB Chair Jarrendt to develop the scope of work and collect estimates, with the understanding that they would not bid on completing the work itself. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**

CBA President Michelle Stein noted that the CBA voted to ask the Town if the bathroom in the Town Office (behind the Pink House) could be made accessible for CBA when the Barn is being used. The CBA has offered to pay for the renovation of the bathroom and make ensure that the office is secure even while the bathroom is accessible. This will be further discussed in a future Town Council meeting. In light of this offer, the Town Clerk inquired whether work on that Town Office that was previously approved (flooring and paint) should continue, and CM Effros and the Town Council confirmed that yes it should.

- d. Special Projects Committee (Streetscape).
See attached report.

- **CM Davis made a motion to engage ECC at the cost of \$1,000. The motion was seconded by CM Hess and approved by roll call.**
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye

CM Effros: Aye
VM McDonald: Aye

e. Committee on the Environment

- i. Chair Laura McDonald reported that the treatment at the floodplain has taken place, that IPC went overboard again and that after discussion, IPC will only charge the Town what was previously agreed upon. Chair McDonald reported that they are unsure whether the Town should do business with the group again.
- ii. Chair McDonald reiterated that the MOU with NVCT is in review, see Administrator report above.
- iii. Chair McDonald reported that they need to coordinate the shipment, delivery, and installation of the trash cans. Suggested to postpone it by a week as Mayor Peterson and VM McDonald will be out of town. Mayor Peterson suggested that the cans be delivered in their driveway as it is closest to Ayre Square, rather than have them delivered to Town Hall. CM Effros inquired whether the trash cans can be secured to the ground as they are rather expensive. Chair McDonald indicated that they would look into it, and also indicated that there may be need for a sign that says 'pizza boxes only' for the pizza box trash can.

f. Legal Committee

CM Effros reported that the Committee looked at proposals from the new Town Attorney with respect to writing formula documents for procurement. The Committee felt that as long as all committees and parties understand that the Town Council has to approve all procurement and that it has to go through a review by Town Council and a vote, and must be put in the minutes, that the documents are unnecessary at this time.

8. Unfinished Business:

a. Accounting Firm Selection

The Town Treasurer previously sent a proposal recommending RodeferMoss be engaged to close out FY24, get fixed assets properly on the books, perform necessary cleanup, and perform an audit readiness review for FY25. They recommend to Town Council that that they also engage with this firm for periodic review as there are limited internal controls due to the fact that only the Town Treasurer performs this work. They further recommend that they be engaged with at least closing the books an FY24 and that the services can be engaged at any time, this is already in the budget. Citizen Barbara Hutto inquired whether this may still be needed as the Town is in the process of looking for a new Treasurer. The Treasurer noted that this is an option; however, best practice would be to have someone external do this review. CM Effros noted that the Town could enter into the agreement to engage services and then not request the work should the new Treasurer not need the support.

- **CM Effros made a motion to approve the proposal, which was seconded by CM Screen and approved by poll, 6-0.**

b. Haunted Trail recap

CM Screen reported that there are upwards of 200 people who volunteer to support the Trail and it was a huge success this year. The Town sold approximately 1,900 tickets in presale and about 540 on site tickets the day of. They were able to move almost 2,500 people through the trail, bringing in over \$57,000. Mayor Peterson asked what the net profit was, and CM Screen noted that they budget about \$20,000 for expenses and they anticipate being under that once all bills come in. The net is anticipated to be about \$40,000.

c. Trash receptacles quote

See above COTE report.

d. Pink House

See above Finance report.

9. New Business:

a. Halloween Parking and Traffic

Mayor Peterson indicated that traffic this year was particularly bad and dangerous. It was reported that it took an hour to get from Cloverleaf Equine Center to Town, and that most of the backup appear to be due to people not knowing where to park. Parking at the floodplain was a mess and there was no lighting available. CM Hess noted that there is already a traffic and parking committee, and that this discussion should be rolled into their tasking. CM Davis reported that it would be good to close roads temporarily during big events, and CM Effros recommended that Clifton Day's successful parking this year should help inform the Town. CM Hess noted that there are event issues and day to day concerns for the committee to discuss.

b. Town Treasurer Search Committee

CM Hess reported that they met with the committee and have developed a plan. They requested that the Town Clerk send out a Town-wide email with the position description. The committee will do initial resume review and then a final interview will be held with two members of Town Council, who will then recommend the hire. The goal is that all interviews are completed by the end of the first week in December, a recommendation is made by the end of the second week, and aiming for a start date in the middle of December so that all signatures etc. can be acquired at the January Town Council Meeting.

c. Ayre Square Christmas Tree decoration coordination

Citizen Kevin Hutto reported that this will be held Saturday, December 7 at 6PM, on the same day as the Horse Parade. Anticipate that the lights will cost \$1,200, which is already in the budget. The CBA will provide refreshments.

d. Horse Parade request by Clifton Horse Society December 7, 2-3 PM

Citizen Amy Luyster reported that they have VDOT permit and police presence for the parade. Parking will be in the floodplain and has been coordinated with the

CBA. Request formal approval from the Town for this event.

- **CM Davis made a motion to approve the horse parade as requested. The motion was seconded by CM Hess and approved by poll, 6-0.**

- e. Proposal to eliminate the remaining ambulance at the Clifton Fire Station
The Town Administrator reported that they have discussed this with Pat Herrity's office and they noted that this is not an actual proposal that has been put forth. They noted that it would be helpful to have a letter campaign to hopefully seal this idea off so that the proposal cannot be put forth. The Administrator requested that the Town Council send a formal letter condemning the idea of getting rid of the ambulance at the Clifton Fire Station. They noted that they would be happy to draft and work with Mayor Peterson on the letter.

- **CM Davis made a motion that the Town Council draft a letter that all Town Council members sign and send to all parties which will strongly condemn the idea of removing the ambulance. The motion was seconded by CM Effros and approved by poll, 6-0.**

- f. Dominion Clifton-Winters Branch Rebuild Project
The Town Clerk reported that they met with representatives from Dominion with the Town Administrator to discuss this. They indicated that it appears the biggest impact to the Town will be traffic and road closures as the work is mostly outside of Town limits. The Clerk reported that Dominion representatives will attend the January Town Council meeting to provide an updated briefing to Council and answer any questions. The Clerk noted to Dominion that it would be helpful for them to denote Town limits on all maps in their presentation, and to highlight their anticipated impacts to the Town, including but not limited to road closures, traffic impacts, and tree work.
It was also discussed at this time that payment was sent by Dominion to the Town for former work at 8-acre park. Upon investigation, it was determined that the check was sent to the wrong PO box, and that it was cashed. The Town Treasurer and Clerk are investigating further.

- g. 2025 Clifton Cup
Mayor Peterson noted that the Clifton Cup golf tournament will return in 2025 at Westfields Golf Course and will be organized by Vern Keen and Jeff Sealy. A \$1,000 check is requested for the deposit.

- **CM Hess made a motion to approve a \$1,000 check for the Clifton Cup deposit to Westfields Golf Club. The motion was seconded by CM Davis and approved by Roll Call:**

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

Mayor Peterson: Aye

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

Mailing Address:
P.O. Box 309
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CM Effros: Aye
VM McDonald: Aye

10. Adjournment.

- **CM Effros moved to adjourn the meeting, it was seconded by CM Hess and the motion was approved by poll, 6-0.**

Town of Clifton FY25 Budget Performance

	September	Month Budget	Jul '24 - June '25	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)	350	4,292	750	12,875	51,500
Town Meals Tax - NEW	23,628	0	45,344	62,500	250,000
All Other Tax and Permit (State, County, NVCTB)	3,779	4,400	12,926	13,200	52,800
Facility Rentals (Town Hall, Pink House, Parks)	2,200	3,579	6,788	10,738	42,950
Grants (Fire, Litter Control)	15,000	2,844	15,000	8,532	34,129
Events					
Celebrate Clifton Gala		333		1,000	4,000
Haunted Trail	3,500	5,000	3,500	15,000	60,000
Homes Tour		417		1,250	5,000
Interest Income	6,231	5,167	19,588	15,500	62,000
Other Income		0		0	0
Total Income	54,688	26,032	103,895	140,595	562,379
Expense					
Payroll Expenses	11,089	12,996	31,962	38,989	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)		10,659	6,422	31,976	127,904
Facilities (Town Hall, Pink House)	2,846	4,746	4,154	14,238	56,950
Services (Landscape, trash, electric)	3,615	4,183	13,632	12,550	50,200
Grants (Fire, Litter)	15,000	2,344	15,000	7,032	28,129
Events	1,418	2,342	2,653	7,025	28,100
Committees		1,846	257	5,538	22,150
Commodities	162	465	335	1,395	5,580
Other (Council Approval Required)					0
Total Expense	34,129	39,581	74,415	118,742	474,969
Net Income from Operations	20,559	(13,549)	29,480	21,853	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)		3,167	4,500	9,500	38,000
Net Income - CIF Funds/Town Funded	0	(3,167)	(4,500)	(9,500)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333		220,000	880,000
CIF Expenses					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	22,012	18,917	54,043	56,750	227,000
Streetscape 2A - Right of Way		72,750		218,250	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	22,012	91,667	54,043	275,000	1,100,000
Net Income - CIF Funds/Grant	(22,012)	(18,333)	(54,043)	(55,000)	(220,000)
Consolidated Net Income	(1,453)	(35,049)	(29,063)	(42,648)	(170,590)

NOTES & Highlights:

Town of Clifton
Account Balances
FY25

	9/30/2024			<u>Notes</u>
ASSETS				APR %
Current Assets				
Checking/Savings				
United Bank - Haunted Trail Account	4,749.02			
United Bank - Events Acct	5,047.38			
United Bank - Checking	34,078.96	Min Bal \$2,500	"Chairman's Club"	
Untied Bank - Security Deposit	3,116.50			
United Bank - Money Market Savings	231,431.62	Min Bal \$15,000		
Investments-LGIP	1,283,749.69			5.40%
Total Checking/Savings	1,562,173.17			



TREASURER MONTHLY REPORT

October 2024

COUNCIL MEETING – November 12, 2024

Major Payments – Budgeted items

- William Gordon \$660 for Planning Commission consulting
- Haunted Trail expenses
 - MSP Custom Solutions (shirts) \$2,583.35
 - Algon (gravel) \$504.84

Other Payments – Previously approved by Council

- J2 Engineers \$22,012.44 for invoice for services covering August 1-25, 2024
- Rail Car Painting \$5,000.00 upon completion of caboose painting

Requests for Approval of Payment

- J2 Engineers \$9,307.88 for invoice for services for October

Account Balances

- Cash balances about \$20K higher than last month due to Haunted Trail
- No Streetscape reimbursements from VDOT so far in FY25; approximately \$50K expected

Request to Increase Credit Limit on Purchase Card

- Three card holders (Clerk, Administrator, and Treasurer) currently share a \$2,000.00 monthly limit.
- Regular auto billings take up approximately \$500 of that: Town storage, Haunted Trail storage, QuickBooks payroll, Adobe.
- Credit card is used for routine small purchases of supplies, postage, copies, etc.; also useful when dealing with larger vendors (deposit for Town Hall window repair, trash cans)
- Many Haunted Trail vendors require card payment totaling ~\$7K to \$8K (porta-potties, generators, light towers, dumpster)
- Request to increase the overall limit and Treasurer limit to \$10,000.00. Individual limits for Clerk and Administrator may remain at \$2,000.00.

Accounting Support

- Request Council approval to engage RodeferMoss for up to \$25,000.00 for cleanup and closure of FY24, setup of FY25, and quarterly reports to Council for FY25. Approved FY25 budget was \$30,000.00

Town of Clifton FY25 Budget Performance

	October	Month Budget	Jul '24 - June '25	YTD Budget	Annual Budget
OPERATIONS - FY25					
Income					
Taxes and Permits					
Town Permits and Licenses (ARB, Use, BPOL)	950	4,292	1,700	17,167	51,500
Town Meals Tax - NEW	21,002	0	66,346	83,333	250,000
All Other Tax and Permit (State, County, NVCTB)	4,597	4,400	17,523	17,600	52,800
Facility Rentals (Town Hall, Pink House, Parks)	1,875	3,579	8,663	14,317	42,950
Grants (Fire, Litter Control)		2,844	15,000	11,376	34,129
Events					
Celebrate Clifton Gala		333		1,333	4,000
Haunted Trail	50,951	5,000	54,451	20,000	60,000
Homes Tour		417		1,667	5,000
Interest Income	6,103	5,167	25,691	20,667	62,000
Other Income		0		0	0
Total Income	85,478	26,032	189,373	187,460	562,379
Expense					
Payroll Expenses	11,084	12,996	43,046	51,985	155,956
Contractual					
Town Government (Prof fees, dues, web, storage)	660	10,659	7,314	42,635	127,904
Facilities (Town Hall, Pink House)	685	4,746	4,739	18,983	56,950
Services (Landscape, trash, electric)	1,666	4,183	15,166	16,733	50,200
Grants (Fire, Litter)	2,202	2,344	17,202	9,376	28,129
Events	9,759	2,342	12,412	9,367	28,100
Committees		1,846	257	7,383	22,150
Commodities	354	465	689	1,860	5,580
Other (Council Approval Required)					0
Total Expense	26,410	39,581	100,825	158,323	474,969
Net Income from Operations	59,069	(13,549)	88,549	29,137	87,410
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25					
Expense					
Town-Funded Projects (Caboose)	5,000	3,167	9,500	12,667	38,000
Net Income - CIF Funds/Town Funded	(5,000)	(3,167)	(9,500)	(12,667)	(38,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25					
CIF Income					
CIF - Reimbursement from VDOT		73,333		293,333	880,000
CIF Expenses					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	12,218	18,917	66,261	75,667	227,000
Streetscape 2A - Right of Way		72,750		291,000	873,000
Streetscape Phase 2A Construction					0
Total CIF Expenses	12,218	91,667	66,261	366,667	1,100,000
Net Income - CIF Funds/Grant	(12,218)	(18,333)	(66,261)	(73,333)	(220,000)
Consolidated Net Income	41,851	(35,049)	12,788	(56,863)	(170,590)

NOTES & Highlights:

Town of Clifton
Account Balances
FY25

	10/31/2024			<u>Notes</u>
ASSETS				
Current Assets				APR %
Checking/Savings				
United Bank - Haunted Trail Account	10,626.97			
United Bank - Events Acct	18,273.31			
United Bank - Checking	29,949.04	Min Bal \$2,500	"Chairman's Club"	
United Bank - Security Deposit	3,116.63			
United Bank - Money Market Savings	232,059.47	Min Bal \$15,000		
Investments-LGIP	1,289,222.51			5.14%
Total Checking/Savings	1,583,247.93			





Clifton Clerk <clerk@cliftonva.gov>

Re: For Agenda: Credit Limit Increase

Kerrie Gogoel <kab4uw@gmail.com>

Sun, Oct 20, 2024 at 4:40 PM

To: Clifton Treasurer <treasurer@cliftonva.gov>, Clifton Clerk <clerk@cliftonva.gov>

Cc: Tom Peterson <tpeterson@cliftonva.gov>

I'll add to agenda.

On Sun, Oct 20, 2024 at 3:42 PM Clifton Treasurer <treasurer@cliftonva.gov> wrote:

Hi Tom and Kerrie,

May I add an agenda item to the next Council meeting? I would like to discuss raising the credit limit on our Town credit cards. The current limit is \$2,000 across the three of us (Kerrie, Laura Jane, and me) and it is not sufficient to cover equipment rental for the Haunted Trail, purchase of trash cans, etc. I've spoken with our loan officer at United Bank, and he supports an increase of up to \$10,000. Any increase requires a Council vote and an official copy of the meeting minutes signed by the clerk.

Thank you!
Lisa

Lisa Wax (she/her)
Treasurer
Town of Clifton
Treasurer@cliftonva.gov



Clifton Clerk <clerk@cliftonva.gov>

7137B Main St - Flooring and Paint Proposal

2 messages

Phil Hong <philhong@pfsva.com>
To: "clerk@cliftonva.gov" <clerk@cliftonva.gov>

Mon, Oct 28, 2024 at 11:19 AM

Hi Kerrie!

Please see attached for the flooring and paint proposal for 7137B Main St.

There are certainly more price-conscious flooring options, but the Aqua Armor LVP would be a good fit for this application, as it is a commercial space. Here's the link with all the colors and some specifications of the product.

<https://www.familylegacy-collection.com/waterproof/aquaarmor-plank>

For paint, I asked my painter to plan on painting all the walls and trim (door trim, baseboard) using Sherwin-Williams paint. I've also asked him that he may need to do some light patching/sanding if there's any problem areas on the walls.

Hopefully this proposal is enough to get the ball rolling, but if you need more details or different scope of work, let me know!

Thanks for the opportunity 😊

**Phil Hong**

Pinnacle Flooring Solutions, LLC

m: [571.216.0206](tel:571.216.0206) | p: 703.330.1582 | f: 703.330.1584 |a: [11400 Robertson Drive Manassas, VA 20109](https://www.google.com/maps/place/11400+Robertson+Drive+Manassas,+VA+20109)**7137B Main St - Proposal.pdf**

184K

Clifton Clerk <clerk@cliftonva.gov>
To: Phil Hong <philhong@pfsva.com>

Mon, Oct 28, 2024 at 5:20 PM

Thanks Phil!!

Sincerely,



PROPOSAL

Customer: Town of Clifton	Address: 7137B Main St Clifton, VA 20124
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SCOPE OF WORK

7" Aqua Armor LVP	\$4,150.00
<ul style="list-style-type: none">- Color: TBD- White Primed Shoemolding- Floating Installation- All Areas Except Bathroom- Demo/Haul Away Existing Carpet	
Paint and Drywall Patch, Where Necessary	\$1,800.00
<ul style="list-style-type: none">- Sherwin-Williams Preferred Vendor- Color: TBD- Walls, Trim (Baseboard, Door Trim)	
<i>*Scope of Work that extends beyond above listed will be subject to a Change Order.</i>	

All installations guaranteed for one year, (b) Labor does not include cutting off any doors that do not clear the carpet, (c) We are not responsible for breakage in removal and replacing of shoemolding, (d) in as much as the material is made to special measurements this order is not subject to cancellation, (e) There will be a separate charge for unwrapping and spreading all room size rugs, (f) No statement or representation shall be binding on seller unless made in writing and signed by the authorized agent, (g) Seller is not responsible for any variation in dye lots, (h) In the event this contract is placed with an attorney for collection, buyer agrees to pay all attorney's fees plus court costs, (i) On any unpaid balance not fulfilled by purchaser by the time payment is due as specified, (j) Interest will be charged for due payments not received at 18% per annum, or the maximum allowable under the law, whichever is higher, plus reasonable attorney's fees. It is understood that this job and total prices are subject to measurement.

Upon acceptance of the proposal, a 50% deposit will be required, with the remaining balance due upon completion of the job. Payment by check or credit card is accepted with a 4% credit card processing fee.

Total Estimated Price:	\$5,950.00
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Signature:	Pinnacle Signature:	Date: 10/28/2024
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DGEN REMODELING LLC

5803 Habersham Way, Alexandria,
Virginia, EE. UU.
5715020454

INVOICE
INV0049

DATE
11/07/2024

DUE
On Receipt

BALANCE DUE
USD \$5,850.00

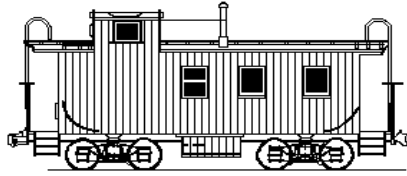
BILL TO

Kerrie Gogoel.

☎ +1 (571) 239-5893

DESCRIPTION	RATE	QTY	AMOUNT
Hello ms Kerrie this is the proposal for the job in the pink house.	\$5,850.00	1	\$5,850.00
Remove the all carpet and padding Install new padding and new carpet Same like the existing carpet Fixed the walls patches halls Prime and paint all interior White color for walls and White semi gloss for the trim and craw molding around the ceiling Paint one bad room door And paint the principal door.			
Except the bathroom.			
Take all trash to the dump.			
Material and labor included in this price.			

TOTAL	\$5,850.00
BALANCE DUE	USD \$5,850.00



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

November 11, 2024

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

PROJECT UPDATE

Per the Project Update Report dated October 27th, VDOT has requested various NEPA Document Forms to be updated. It was noted this may require additional services from consultants or may be as simple as reaffirmation of the data in the reports (conditions are unchanged), and the forms would be submitted to the Town Council for signature with a current date.

As discussed, one of the Reports, Environmental Transaction Screen, was conducted by ECC which provides supporting data for Form EQ-121. After discussion with ECC and providing the limits of the project due to the relocation of the utilities, they determined the Environmental Transaction Screen would have to be reevaluated to include these limits.

The Town Council approved at the last meeting \$500.00 for ECC to reaffirm the report. Since the report requires more than the reaffirmation, please find attached the proposal for additional services. The total for these services is \$1,000.00. This will be in lieu of the approved \$500.00.

Needed approvals for Project by the Town Council

ECC Additional Services

\$1,000.00 for updating the Environmental Transaction Screen.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers



Environmental Consultants and Contractors, Inc.



43045 Little River Turnpike
Chantilly, Virginia 20152
(703) 327-2900
www.eccfirst.com

October 31, 2024

Contract to perform a Transaction Screen Assessment (TSA) of:

Town of Clifton Streetscape
Clifton, Virginia 20124

Submitted To: Ms. Susan Yantis
Special Projects Committee
Town of Clifton
P.O. Box 309
Clifton, VA 20124-0309
skyantis@aol.com

Accepted By : _____

Name/Title : _____

Date : _____

Submitted By:

Thomas Hardy

Thomas Hardy, President
ECC, Inc.

Fees:

Transaction Screen Report	\$1,000
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ECC can provide original bound copies of the report upon request for a fee of \$25.00 per copy.

Project Schedule:

Upon authorization, ECC shall begin the investigation and will submit an electronic copy of the report within two weeks. Any adverse environmental conditions observed will be reported immediately.

Project Description:

As understood, the Subject Property will include all public and common areas along portions of Main Street, Ford Lane, Chapel Road, and Chapel Street, as shown highlighted in yellow on the attached maps.

Scope of Work:

The proposed investigation will be performed in accordance with the American Society of Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Transaction Screen Process, Standard E 1528-22.

Upon authorization, ECC personnel will walk the site visually inspecting and noting any abnormalities such as dump sites, distressed vegetation, suspicious fill areas, and major depressions, escarpments, or unusual grades which may be indicative of previously buried material. Additionally, ECC personnel will inspect the site and adjacent sites (visually accessible from the subject property) for potential sources of hazardous materials contamination, including 55-gallon drums, evidence of underground storage tanks (USTs), and other suspect containers which contain or may have contained hazardous materials. A Photo-Ionization detector may be utilized to monitor conditions in and around suspect containers and suspicious areas.

As part of the Environmental Transaction Screen, ECC shall review Federal and Virginia environmental databases for information regarding sites in the vicinity which are subject to investigation or regulation by Federal and/or Virginia environmental agencies. Available information shall be evaluated to assess the potential for impact to the subject site.

If contamination of the subject site is suspected or observed during the site investigation or should information provided in environmental databases suggest a potential for impact to the subject site, ECC may recommend additional site investigation including a Phase I Environmental Site Assessment, and/or collection and laboratory analysis of soil and/or groundwater samples. This assessment does not include naturally-occurring hazardous substances such as radon accumulations in soil or water, or naturally-occurring asbestos in soil or rock.

Upon completion of the investigation, a letter report shall be prepared and submitted for your review. The report will be based upon the results of the site reconnaissance and environmental records review and will include a summary of current site conditions.

Our conclusions regarding the property will be based upon observations of existing conditions and our interpretation of site history and site usage data. Conclusions regarding the condition of the site do not represent a warranty that all areas within the site or surrounding areas are of the same quality as may be inferred from observable site conditions and readily available site history.

Terms and Conditions:

1. Invoice shall follow completion for services described herein. Payment is due within 30 days of receipt of invoice. If balance is unpaid after 30 days, a one and one half percent finance charge will be assessed on the outstanding balance. In the event ECC retains an Attorney and/or collection agency to collect any sums due under this contract, a reasonable Attorney's fee and/or collection agency fee shall be payable in addition to the principal amount of indebtedness and accrued interest.
2. Either party may terminate this contract, with or without cause, by written notice, and such termination shall become effective immediately. In such event, ECC shall be paid in full for all services rendered as provided in Note 1 above.
3. Client shall provide for ECC personnel's right to enter from time to time the subject property owned by client and/or other(s) in order for ECC to fulfill the scope of services described hereunder.
4. It is agreed that the Client will limit any and all liability, claim for damages, cost of defense, or expenses to be levied against ECC on account of error, omission, or professional negligence to a sum not to exceed the amount of the fee.
5. Client shall indemnify and hold harmless ECC and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or resulting from the performance of services covered hereunder, provided that such claim, damage, loss or expense is not attributable to ECC's sole negligence.
6. ECC shall not be liable to Client for any claims, damages, losses and expenses attributable to ECC's negligence unless the Client notifies ECC in writing of such negligence within thirty days of the event giving rise to same and, if a defective condition or corrective work is involved, promptly notifies ECC in writing of same so as to allow ECC a reasonable time to inspect and/or observe such defective condition or corrective work.
7. ECC agrees to keep confidential and not to disclose to any person or entity, other than ECC's employees and subcontractors, without the prior consent of Client, all data and information not previously known to and generated by ECC, or furnished to ECC and marked CONFIDENTIAL by Client in the course of ECC's performance hereunder; provided, however, that this provision shall not apply to data which are in the public domain, or were previously known to ECC, or were acquired by ECC independently from third parties not under any obligation to Client to keep said data and information confidential. ECC understands that the Report, including all draft versions, the final version, and all supporting documentation, is confidential and shall not be released without Client's written consent.
8. If requested, ECC shall obtain endorsements to its commercial general liability, workers compensation, automobile liability, and umbrella insurance policies naming the client and the owner of, property manager of, or financial institution or other party with an interest in, the real property on which ECC will perform services hereunder (if requested by such owner, property manager, financial institution or other party with an interest in the property) as additional insureds with waiver of subrogation in favor of the additional insureds. ECC shall provide a fee to client before any endorsements are requested.





200 ft

Project Limit at Existing Pole



Ford Ln

Ford Ln

645



Trattoria Villagio

Clifton Day Festival



Chapel Rd

Clifton Cafe



12743

7148

Peterson's Ice Cream Depot
Ice Cream



12746

Chapel St

Main St

Chapel St

7152

12743

Chapel St

7151

7153

7155

7157

12705

7150

7155

715

12700

12700

12704

12704

Pendleton Ave

Pendleton Ave

Pendleton Ave

Chapel Rd

School St

Clifton

PLANNING COMMISSION REPORT for October 29, 2024: in person

**Present: Terry Winkowski, Michelle Stein, Jay Davis, Adam Trost, Susan Yantis; :
Kathy Kalinowski, Paula Sampson**

1. The Planning Commission reviewed the request for a preliminary residential construction use permit by applicant Royce Jarrendt, on behalf of homeowner Adriana Brazelton, at 7223 Del Ave., Clifton, for an addition and other exterior modifications, such as a porch and deck, to the existing dwelling structure, which will result in land disturbing activity of 1,885 square feet. The recommendation is to approve the application on the foregoing terms with the conditions that the applicant will apply for a final use permit at the completion of construction, but no later than 2 years after approval; that the all permits, building and otherwise required by County be submitted; that all construction be in accordance with the plans submitted and in accordance with the issued Certificate of Appropriateness.
2. The Planning Commission reviewed a request for a preliminary residential construction use permit by applicant Carter Wyant at 12651 Water Street, Clifton, for construction of a deck replacement and expansion and porch construction. The construction will be in accord with the Building Permit Plans, by applicant's engineer, Tri-Tek Engineering, dated November 11, 2024 and which shows 2,479 square feet of land disturbing activity. The recommendation is to approve the application on the foregoing terms, provided that applicant apply for a final use permit at the completion of construction, but within two years of the date of approval; that all permits required by the County be obtained and submitted; that the construction be in accordance with the plans and application as submitted and in accordance with the issued Certificate of Appropriateness; and any further construction, such as for the patio area be the subject of a separate application to the Town and separate building permit application.
3. The County has requested that the Town amend the Memoranda of Understanding (MOU) with the County on Stormwater Management and Erosion and Sedimentation Controls due to changes in state law resulting in changes in the County ordinances on Stormwater Management and E&S. The Planning Commission recommends that the Town agree to amend the MOUs, so notify the County, and continue to work with the County on these issues.