



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, DECEMBER 1, 2015, 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

- Present:** Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Councilmember Deborah Dillard; Councilmember Jennifer Heilmann; Councilmember Eric Hencken; Councilmember Wayne Nickum.
- Staff:** Sandra Scales-Siwiek, Town Manager; Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
- Absent:** Councilmember Dillard, from 8:35 – 9:40 PM; Councilmember Jennifer Heilmann, from 10:50 PM.

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

Order of Business:

1. Report of the Town Clerk.
  - a. Review of the Minutes (previous regular meetings and any special meetings).
  - **Vice Mayor Nitz moved to approve the Town Council's July 2015 Regular Meeting Minutes as revised, seconded by Councilmember Heilmann. The motion carried by poll vote, 6-0.**
  - b. Statistical Report on Town Car Tag Filings for 2015 (No Names).  
**See report attached.**
2. Report of the Town Manager.
  - a. ARB Compliance Review for Peterson's Ice Cream Depot.
  - **Vice Mayor Nitz moved to table the Report of the Town Manager until the next regular Meeting, seconded by Councilmember Dillard. The motion carried by poll vote, 6-0.**
3. Report of the Treasurer.
  - a. Presentation of Financial Statements.
  - b. Statistical Report on BPOL Filings (No Names or Amounts).
  - c. Town Auditor.  
**See report attached.**
  - **Vice Mayor Nitz moved to approve the Report of the Treasurer, seconded by Mayor Hollaway. The motion carried by poll vote, 6-0.**
  - **Councilmember Nickum moved to engage Anderson, White & Company, P.C., now known as White, Withers, Masincup & Cannaday, P.C. to perform the annual Town**

**financial audit for Fiscal Year 2015 (ending June 30, 2016), seconded by Councilmember Hencken. The motion carried by roll-call vote, 6-0: Hollaway: Aye; Nitz: Aye; Dillard: Aye; Heilmann: Aye; Hencken: Aye; Nickum: Aye.**

4. Appointment of members to the Industrial Development Authority.  
**See Resolution attached.**
  - **Vice Mayor Nitz moved to appoint John Brantley Baber, William J. Ridenour, James C. Chesley and Jeffrey E. Stein to be members of the Industrial Development Authority, seconded by Mayor Hollaway. The motion carried by poll vote, 6-0.**
5. Reports of Planning Commission, Architectural Review Board, and Committees:
  - a. Planning Commission.  
**See attached report.**
    - i. Changes to Code to Reflect New Application Fees, including Cost of Public Hearings.
      - **Vice Mayor Nitz moved to authorize and schedule a joint public hearing by the Town Council and Planning Commission to take comments on proposed changes to the Town Code as recommended by the Planning Commission, set to take place directly following a Town Council public hearing to review the Clifton Café's Special Use Permit application hearing (scheduled for Tuesday, January 5<sup>th</sup>, 2016 at 7:30 PM), seconded by Councilmember Hencken. The motion carried by poll vote, 5-0. [Councilmember Dillard absent].**
      - **Councilmember Nickum moved to approve the parking plat for 7137 Main Street with the stacked parking conditional upon the Clifton Betterment Association agreeing to allow ingress/egress over gravel driveway between the Pink House and the railroad tracks, seconded by Mayor Hollaway. The motion carried by poll vote, 5-0. [Councilmember Dillard absent].**
  - b. Architectural Review Board.  
**No report.**
  - c. Committees.
    - i. Clifton Haunted Trail
      - **Councilmember Nickum moved to authorize a reimbursement to Councilmember Hencken in the amount of \$199.42 for documented expenses he incurred on behalf of the Haunted Trail, seconded by Vice Mayor Nitz. The motion carried by poll vote, 4-0-1. [Councilmember Hencken abstained; Councilmember Dillard absent].**
    - ii. Clifton Christmas Tree Lighting
      - **Vice Mayor Nitz moved to approve an expenditure of up to \$500 for the Town Christmas Tree lighting, provided documentation is submitted, seconded by Mayor Hollaway. The motion carried by roll-call vote, 5-0: Hollaway: Aye; Nitz: Aye; Heilmann: Aye; Hencken: Aye; Nickum: Aye. [Councilmember Dillard absent].**
6. Communications.  
**None.**

7. Citizen's Remarks.
  - a. Chuck Rusnak stated that there are a number of events happening in Clifton in December, which are listed on the Town website.
  - b. Chuck also stated that he is interested in producing a Clifton calendar.
  
8. Unfinished Business.
  - a. Rental Policy for Clifton Town Community Hall.
    - i. The rental policy was briefly discussed, specifically the fee schedule – no action taken.
    - ii. The Council discussed various options for installing a new floor in the Community Hall – no action taken.
  - b. Golf Cart Application.
  - **Councilmember Nickum moved to table the issue, seconded by Mayor Hollaway. The motion carried by poll vote, 5-0. [Councilmember Dillard absent].**
  
9. New Business.
  - a. Peterson's Ice Cream Depot Request to Use Parking Spaces under Town of Clifton Parking Off-Set Policy.
  - **Mayor Hollaway moved to accept the request of Peterson's Ice Cream Depot to make use of three parking off-sets, as per town policy, beginning on January 1, 2016 and going forward indefinitely, with payment due annually by January 1<sup>st</sup> for the following calendar year, seconded by Councilmember Nickum. The motion carried by poll vote, 5-0. [Councilmember Dillard absent]. Tom Peterson provided payment to the Town for the first year of usage.**
  - b. Unapproved Signage in Town.

No action was taken.
  - c. Town Trash Problem in Business District.

The Council discussed the problem of trash in the Business District accumulating and not being picked up in a timely fashion – no action was taken.
  - d. Clifton Gala.

The status of the Clifton Gala was discussed and the Council will follow up with the business community as to whether or not it will take place.
  - e. Equipment needed for Town Clerk
  - **Councilmember Nickum moved to authorize an expenditure of up to \$800 for the purchase of a computer and related equipment for the Town Clerk, seconded by Councilmember Hencken. The motion carried by roll-call vote, 4-0: Hollaway: Aye; Nitz: Aye; Hencken: Aye; Nickum: Aye. [Councilmember Dillard and Councilmember Heilmann absent].**
  
8. Adjournment.
  - **Councilmember Hencken moved to adjourn, seconded by Vice Mayor Nitz. The motion carried by poll vote, 4-0, at 11:10 PM. [Councilmember Dillard and Councilmember Heilmann absent]**