



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

Town Council Present:	Mayor Bill Hollaway (7:45 p.m.); Vice Mayor Dwayne Nitz (7:45 p.m.); Deborah Dillard; Jennifer Heilmann; and, Wayne Nickum (gavel 'til 7:45 p.m.)	Absent: none
Town Officials Present:	Town Clerk/Manager: Sandra Scales-Siwiek Treasurer: Marilyn Barton	Absent:

Summary of Motions:

1. Review of Prior Minutes: Table.	Motion: W.Nickum	2nd: E.Hencken	Vote: Aye Unanimous	Absent: W.Hollaway; D.Nitz
2. Report of Treasurer.				
2.1. Financial Report				
2.2. Statistical Report on BPOL Filings				
2.3. Statistical Report on Town License Tags.		No Motions.		
2.4. Approve Treasurer's Report as presented	Motion: W.Nickum	2nd: E.Hencken	Vote: Aye Unanimous	
2.5. Approve payment of attorney invoice as presented \$2225.00	Motion: W.Nickum	2nd: W.Hollaway	Vote: Aye Unanimous Roll Call	
Mayor Bill Hollaway: Aye	Vice Mayor Dwayne Nitz: Aye	Wayne Nickum: Aye	Deborah Dillard: Aye	Jennifer Heilmann: Aye
			Eric Hencken: Aye	
2.6. Approve overage on well abandonment change order for Well Head removal due to unexpected cement structure requiring removal.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Aye Unanimous Roll Call	
Mayor Bill Hollaway: Aye	Vice Mayor Dwayne Nitz: Aye	Wayne Nickum: Ay	Deborah Dillard: Aye	Jennifer Heilmann: Aye
			Eric Hencken: Aye	
2.7. Approve Incumbent Auditors for another Year. (See discussion under details.)	Motion:	2nd:	Vote:	

3. Reports of Planning Commission, Architectural Review Board and Committees:				
3.1. Planning Commission (PC) Report & Recommendations -- 3 applications considered				
3.1.1. Clifton Cleaners, Inc	Motion:	D.Nitz	2nd:	W.Nickum Vote: Aye, Unanimous
Motion to Condition accepting Planning Commission recommendations to approve the Use Permit with conditions that they submit application and that they resolve the non-compliance that is, windows are vinyl, and dumpster is not properly screened, in accordance with the ARB direction within 120 days with the approval of the Town Council.				
3.1.2. Use Permit Fee Schedule update.	Motion:	W.Nickum	2nd:	D. Dillard Vote: Aye, Unanimous
Zoning Ordinance update for Use Permit fee schedule and process. Motion to Table to next meeting.				
3.1.3. Clifton Café	Motion:	D.Nitz	2nd:	W.Nickum Vote: Aye, Unanimous
Motion to send a letter asking if they are in compliance with seat counts, if not come into compliance within 30 days and appear at August Council meeting.				
3.1.4. 7184 Clifton Rd Preliminary Use Permit	Motion:	W.Hollaway	2nd:	W.Nickum Vote: Aye, Unanimous
Planning Commission recommends approval with conditions. Including confirmation that Town Engineer Joe McClellan was paid for associated services rendered. Applicant indicates they are not closing on property until county approves the building permit. Anticipated construction in late September, early October.				
Motion to approve the recommendations as set forth in the March 31, 2015 Planning Commission report.				
3.1.5. Commerical Property Parking lot – Buckley Building	Motion:	D.Nitz	2nd:	W.Nickum Vote: Aye, Unanimous
Question to Landlord – tenant on north side has placed a planter in parking space. This is a required parking spot in the parking plan and maybe required to meet the requirements of the current Use Permit				
Motion to request the Planning Commission review the required parking for Buckley Store Building.				
3.2. Architecture Review Board (ARB) Report - No Report.				
3.3. Committees:				
3.3.1. Wine Festival Report of Event	Motion:	None.	2nd:	Vote:
3.3.2. Triangle Improvements – payment for work pending sign-off of VDOT	Motion:	None.	2nd:	Vote:
3.3.3. Pink House Rental – Suite B – Tim Hugo Group	Motion:	W.Hollaway	2nd:	W.Nickum Vote: Aye, Unanimous
Renew lease by same tenant with same terms except the rental fee increased from \$900 per month to \$1,200 per month for the first two years beginning January 1, 2016 and \$1,300 per month for the second two years beginning January 1, 2018 with the option for a two year extension.				
Motion for Council approve the renewal of the lease for Pink House back building for Tim Hugo Group.				
3.3.4. Clifton Arts Council	Motion:	None.	2nd:	Vote:

3.3.5. Chapel Road Sidewalk	Motion: None.	2nd:	Vote:
4. Communications	No Motions		
5. Citizen's Remarks	No Motions		
6. Unfinished Business			
6.1. Triangle Gateway Ribbon Cutting	Motion: None	2nd:	Vote:
6.2. Community Hall Rental Policy	Motion: Tabled	2nd:	Vote:
7. New Business			
7.1. Policy on Additional Signage at Gateway.	Motion: D.Nitz	2nd: E.Hencken	Vote: Aye Unanimous
No additional signs are permitted; the permanent sign will advertise official Town events established prior to 1970 and Clifton Day.			
8. Motion to Enter Executive Session -- Legal Matters	Motion: E.Hencken	2nd: D.Nitz	Vote: Aye Unanimous
8.1. Motion to Exit Executive Session -- Confirmed only Legal Matters were discussed in session.	Motion: E.Hencken	2nd: D.Nitz	Vote: Aye Unanimous
9. Adjournment	Motion: E.Hencken	2nd: D. Nitz	Vote: Aye Unanimous

Order of Business

1. Review of , 2015 Minutes --Tabled

2. Report of Treasurer.

Closing Date:

Presenter:

Marilyn Barton,
Treasurer

Financial Reports include Summary of Cash Accounts as of YTD P&L Detail Export Report.

YTD Profit & Loss Summary by Fund Report, and the

Highlights -- notes on the Summary Report

Note: Detailed P&L Report is an EXPORT of accounting data. Account lines with zero (-0-) amounts are inactive accounts for this fiscal year. (See attached reports for details.)

2.1. Financial Report.

2.1.1. Review of Notes to Financials:

NOT

ES:

1 Received \$500 from the Classic Car Show for FY16 in accordance with the approved Resolution.

2 Received \$225 for Parks Rentals in June.

3 Efforts continue in collection of Haunted Trail IOU commitments. To date 115 IOUs have been paid. 13 remain outstanding for a total of \$370.

4 The primary cause of the shortfall compared to the budget is the delayed payment of Sales Tax which lags by 2 months - only July - March has been received thus far. An accrual for 2 months of approx \$5,600 is anticipated. In June \$98 was received bringing the total for FY15 BPOL filings to \$42,287.43, 92% of the budgeted projection. Follow up letters were completed and four remain pending - timing is related to completion of tax reporting. BPOLs for FY14 are now completed. \$231 in additional vehicle tag fees was received in June.

5 The primary contractual expenses in June were Legal Fees in the amounts of \$2,225 which are pending Town Council approval 7/7/15. A reclassification of \$1,350 from Grounds Maint to Playground Maint. was made for the July 27th purchase of replacement fencing for the Playground. This reclass was made in accordance with the approved budget. Please note the supplemental detailed schedule tabs for further explanation of variances.

6 Reflects July purchase of stone for the Caboose parking lot. Reflects the reclassification of the \$10,000 bond issuance to the balance sheet account - this will be refunded at the completion of the project. In March, \$746 was paid to the Land, Planning & Development Association for the Clifton Triangle Project. An additional \$626.50 was paid in May.

2.2. Statistical Report on BPOL Filings, Timely Filings, Non-Filter Follow-Up BPOLs (No Business Names or Amounts):

2.3. Statistical Report on Town License Tag Application – Timely Filings, Non-Compliance, Household Non-Filter Follow-Up (No Names)

2.3.1. Vehicle Tags Past Due Period: 2014

- received 3 additional past due vehicle filings, value \$99

2.3.2. Vehicle Tags Current Period: 2015

- received 10 additional past due vehicle filings, value \$330

2.3.3. Verbal report; E.Hencken requests written report be presented every month.

2.4. Approve Treasurer's Financial and Statistical Reports as presented. (See motion summary.)
2.5. Approve checks written to attorney for \$2,225. (See motion summary.)
2.6. Approve overage to remove Well Head. Pay overage on well abandonment change order: well-head removal due to unexpected cement structure requiring removal. (See motion summary for roll call vote.)
2.7. Motion Withdrawn to approve Auditors engagement for another year, W. Nickum. Discussion D.Dillard, E.Hencken that we should consider local companies to reduce travel costs and keep funds local. WN withdraws motion. Agreed that Council and staff will identify potential candidates and Treasurer will reach out. August for options; September for decision. Not necessary to publish a written RFP. Clerk to call other local towns through VML forum to find out who they use.
3. Reports of Planning Commission, Architectural Review Board and Committees:
3.1. Planning Commission: Kathy Kalinowski, Chair. (See motion summary.)
3.1.1. Planning Commission recommendations:
3.2. ARB Report: Royce Jarrendt. ARB – No Report
3.3. Committees
3.3.1. Wine Festival Report. Ticket sales down; sponsor fees up. Gravel added to drive going into Children's Park to mitigate rain effects.
3.3.2. Triangle Improvements – discussion of timing of payment for work pending sign-off by VDOT.
3.3.3. Pink House Rent Increases. See summary motion.
3.3.4. Clifton Arts Council – plans to present an original play, The Meeting. Advertise it on the Town website.
3.3.5. Chapel Road Sidewalk – discussion that contact with county needs to be through Marlae Schnare now that the Pat Herrity staff has changed. D.Nitz will contact Doug Miller, formerly of VDOT for advice.
4. Communications. Note: Communications are information items that may be discussed but that are not actionable at this time. To be actionable, a Motion to add it to the Agenda under new business has to be made, seconded and approved.
5. Citizen's Remarks – None.
6. Unfinished Business
6.1. Triangle Gateway Ribbon Cutting – plan to have it with the CBA Barn Dance in the Fall.

6.2. Community Hall Rental Policy – tabled.	
7. New Business	
a.	Policy on additional signage at the Triangle Gateway. No additional signs. Whoever is the keeper of the signs is responsible to put up/take down. Only events established prior to 1970 may be advertised on the sign. That is, the only signage put up in the triangle are town events or plus Clifton Day. See motion summary.
8. Exccutive Session	See motion summary
9. Adjournment	