

**TOWN OF CLIFTON
COUNCIL MEETING MINUTES**

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 3, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Call to Order: Vice Mayor Dwayne Nitz

Attendees.

Council Members: Vice Mayor Dwayne Nitz; Eric Hencken; Deborah Dillard; Wayne Nickum; joining at 7:40p.m. Mayor Bill Hollaway. Absent: Jennifer Heilmann.

Staff: Marilyn Barton, Treasurer; Sandra Scales-Siwiek, Town Manager; Amanda Christman, Clerk Hire

Absent Council Members: Jennifer Heilmann.

Order of Business:

1. Report of the Town Clerk

- a. Review of the Minutes (previous regular meetings and any special meetings).
- b. Status of Draft Minutes for July, August, October 2015. Motion (Wayne Nickum; 2nd Deborah Dillard) requesting drafts be circulated by Friday (November 6, 2015). Vote: passed unanimous 5/5.
- c. Statistical Report on Town Car Tag Filings for 2015 (No Names). Distributed statistical report showing Car tag renewals. Motion (Wayne Nickum; 2nd Eric Hencken) to adopt statistical report and begin assessing a penalty with November 30, 2015 the final date before penalties start to accrue. Vote passed unanimous 5/5. Issue letters with penalty reminder and post notice that penalties accrue on the website and in post office.

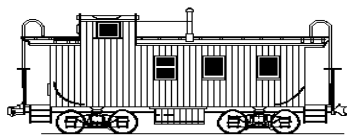
2. Report of the Town Manager

- a. Status of Compliance Review for Peterson's Ice Cream Depot. Review still in process. Motion to table, (Wayne Nickum, 2nd Eric Hencken). Vote: passed unanimous 5/5.

Planning Commission Chair Kathy Kalinowski requests the Council delay report on Peterson's Ice Cream Depot until after the Planning Commission considers the new application from Peterson's Ice Cream Depot amending the Special Use Permit at its next meeting. Per the code, Special Use Permit amendments open up the whole set of elements that comprise the Use Permit to review. That is, nothing is "grandfathered." Kathy Kalinowski proposes that the Council hold off the Use aspect of the compliance audit while the Planning Commission works with the applicant preparing for the Public Hearing on the Special Use amendments. Council authorizes the Town Manager to continue reviewing for ARB Compliance and report on signage at the December Town Council Meeting.

3. Report of the Treasurer. Motion (Dwayne Nitz; 2nd Wayne Nickum) to accept Treasurer's Report (attached). Vote: passed unanimous 5/5.

- a. Statistical Report on BPOL Filings (No Names or Amounts).



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b. Audit Firm for Annual Term Audit. Two additional audit firms have responded with bids: 1) Mitchell & Co in Leesburg; can do the audit for \$9,500 and \$3,000 Gap Fee Conversion Reporting for the Federal Grant money distribution. Total \$12,500. 2) firm Robertson Cox of Fredericksburg. Bid \$15K for one year and if two-year contract \$16,400. Biannual doesn't help because they still have to audit each fiscal year so no appreciable cost savings. Current audit costs \$7,100. Deborah Dillard will request Matthews, Carter and Boyce – another local firm -- to also provide a bid.

4. Reports of Planning Commission, Architectural Review Board, and Committees:

a. Planning Commission.

- 1) Set Public Hearing for Clifton Café Special Use Permit application for November 30, 2015;
- 2) Peterson's Ice Cream Depot asked for postponement until the Planning Commission can continue to act.
- 3) Parking at Villagio Restaurant / Buckley Store Building lot. Planter is in a defined parking space that blocks the ingress/egress of the building. Council discussed Buckley Building parking lot and raised questions about spaces 10 and 15 that appear to have impediments that preclude their use as legitimate parking spaces. Kathy Kalinowski will take it back to the Planning Commission for consideration.
- 4) Flash Mob. During Haunted Trail it was disclosed that a for profit business was going to initiate a Flash Mob every 15 minutes on the corner of Chapel Street & Main Street – Ayre Square. Eric Hencken noted that is a business enterprise using Ayre Square which is Town Property, and as such may present Use Permit issues. And, the Mayor notes, that at a minimum the business needs to rent the space from the Town.

b. Architectural Review Board.

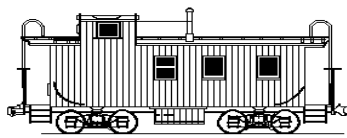
c. Committees.

1) Haunted Trail – Report. Event went well; record crowds. Net profit appears to be \$47,000. 3,500 visitors. WTOP story helped promote it. Tickets were cut off at 9:30 pm. Request for reimbursement. Motion (Wayne Nickum; 2nd Dwayne Nitz) to approve reimbursement of documented expenditures with receipts from Eric Hencken up to \$7,000 maximum. Passed by roll call vote 4/4. Eric Hencken, abstain; Wayne Nickum, aye; Deborah Dillard, aye; Dwayne Nitz, aye. Bill Hollaway, aye. Congratulations to the Committee and chair Steve Bittner for a wonderful job.

Future considerations/recommendations, considering a preliminary plan for next year to sell all online sales advance tickets and assign time slots. Increase price. That will keep crowd size manageable.

Wayne Nickum noted that Halloween Night there were 731 trick or treaters.

2) New Parking Committee. Fresh look in light of fresh facts. Motion (Bill Hollaway; 2nd Deborah Dillard) to establish new 2015-16 parking committee comprised of: Eric Hencken, Dwayne Nitz, Kathy Kalinowski, Marcus Silva, Steve Effros. Vote: passed, unanimous 5/5.



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4. Communications.

a. Holiday Events: Horse Parade Saturday, December 5. No Candlelight Homes tour. Tree lighting and caroling will still happen. CBA provides refreshment. Art Guild Art Show at Clifton Presbyterian Church. Children's Holiday Party December 13; request for use of Town Hall. Motion (Bill Hollaway, 2nd Deborah Dillard) to cosponsor with CBA the Children's Holiday Party coordinated with Standup for Santa show. CBA pays for additional cleaning of Town Hall. Vote: passed unanimous 5/5.

b. Advertising Public Hearings. Town Association of Northern Virginia is proposing a State code change so that advertising can be done on web site rather than the local newspaper. Spearheaded by Town of Herndon. Town of Clifton will request that Tim Hugo support it.

c. Replacing floor in Clifton Town Hall. School of Irish Dance is offering to fund at its own cost the installation of a composite wood-look floor (sprung floor) and requests that in return its rental rate be held at the current rate for a period of time. Deborah Dillard requesting information on maintenance. Cost is \$20K but School of Irish Dance is willing to incur the cost to improve surface for their students.

5. Citizen's Remarks. None

6. Unfinished Business.

a. Golf Cart Application. Motion to table (Wayne Nickum, 2nd Bill Hollaway); vote: passed unanimous 5/5.

b. Rental Policy for Clifton Town Community Hall - Status. Motion to table Wayne Nickum; 2nd Bill Hollaway, discussion, got the policies, procedures and contracts. Add to agenda of next meeting. Vote: passed unanimous. Comments to Deborah Dillard and Darrell Poe. Chuck Rusnak requests the Council open up the process to allow potential renters to provide input to proposed changes. Post draft of proposed changes on the Town website and forward "professional, respectful input" comments to the Council member Deborah Dillard.

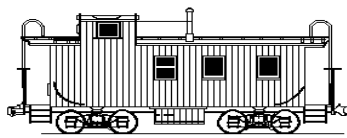
7. New Business.

a. Update Town Signage Removal List. Update Deputies List. Dated Nov 4. Motion (Wayne Nickum; 2nd Deborah Dillard) to approve the current list plus add all current Town Council members including Jennifer Heilmann, Eric Hencken and Bill Hollaway. Vote passed unanimous 5/5.

b. Requirements and Planning for Flash Mobs. Covered under Planning Commission.

c. New Application Fees, including Cost of Public Hearings. Planning Commission will forward revisions to Town Manager, Town Treasurer, Town Clerk. Add to agenda for December 2015 Town Council Meeting.

Welcome Amanda Christman to our team. Motion (Bill Hollaway; 2nd Eric Hencken) to appoint Amanda Christman Town Clerk effective November 1, 2015. Vote passed unanimous 5/5. Contingent on the current Town Clerk Sandra Scales-Siwiek resigning the same date and appointing her "for a one month period beginning November 1 as assistant Town Clerk to train and close out existing Town Clerk work.



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Wayne Nickum requested that motion be conditioned on receiving all outstanding work minutes. Roll Call vote Wayne Nickum aye; Deborah Dillard aye; Eric Hencken aye; Bill Hollaway aye, Dwayne Nitz, aye. Vote passed unanimous 5/5.

Motion to adjourn (Wayne Nickum; 2nd Deborah Dillard). Vote: passed unanimous 5/5.

8. Adjournment.