



**CLIFTON TOWN COUNCIL MEETING MINUTES [DRAFT]
TUESDAY, FEBRUARY 2, 2016, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Councilmember Deborah Dillard; Councilmember Jennifer Heilmann; Councilmember Wayne Nickum.
Staff: Sandra Scales-Siwiek, Town Manager; Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Eric Hencken and Vice Mayor Dwayne Nitz.

The Regular Meeting was called to order by Mayor Hollaway at 7:55 PM.

Order of Business:

1. Report of the Town Clerk.
 - a. Review of the Minutes (previous regular meetings and any special meetings).
 - **Mayor Hollaway moved to approve the October 2015 and January 2016 Minutes as revised, seconded by Councilmember Nickum. The motion was approved by poll vote, 4-0.**
 - b. Statistical Report on Town Car Tag Filings for 2015-16 (No Names).
See attached report.
2. Report of the Town Manager.

Additional information will be forthcoming regarding the possibility of Fairfax County taking over the processing and charging for Town vehicle registration. The Town Manager attended the Fairfax County hazard planning meeting. See attached report.
3. Report of the Treasurer.

See attached report.

 - **The Treasurer received approval to obtain an ink version of the Town Seal, provided it costs less than \$200.**
 - a. Presentation of Financial Statements.
 - b. Statistical Report on BPOL Filings (No Names or Amounts).
 - c. Town Budget FY 1706 – Discussion and Request for Committee Proposals.
 - **Councilmember Nickum moved to approve the Report of the Treasurer as presented, seconded by Mayor Hollaway. The motion was approved by poll vote, 4-0.**

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

a. Planning Commission:

- i. Action on Special Use Permit for Clifton Café.

See attached report.

- **Mayor Hollaway moved to approve the special Use Permit application of the Clifton Café as recommended by the Planning Commission and in addition, to establish May 31, 2016 as the deadline for installation of parking headers under paragraph F, and noting for the record that the two prior Use Permits of Steffen Tengesdal have been vacated and are now null and void and the only two businesses in the building are Clifton Café and All that Glitters, seconded by Councilmember Nickum. The motion was approved by poll vote, 4-0.**

b. Architectural Review Board.

No Report submitted; no action taken.

- i. Compliance Review for Signage at Peterson's Ice Cream Depot.

The review is not yet complete. No action taken.

c. Committees:

- i. Clifton Arts Council - Update.

Darrell Poe submitted revenues for the Clifton Arts Council in the amount of \$45 that were proceeds from a recent crafting event held by the Clifton Arts Council.

- ii. Community Meeting Hall - Re-Flooring and County Update.

Councilmember Dillard reported that Fairfax County has approved the new floor installation project as proposed, and a formal approval is forthcoming from the County.

- iii. Community Meeting Hall – Snow Emergency Preparedness

- **Councilmember Nickum moved to authorize Councilmember Dillard to write a thank you letter to the local Fire Chief, the Fairfax County Emergency Management Department and Red Cross thanking them for the cots and blankets provided for the major blizzard event, seconded by Mayor Hollaway. The motion was approved by poll vote, 4-0.**

7. Communications.

None.

8. Citizen's Remarks.

None.

8. Unfinished Business.

- a. Clifton Gala 2016 – Status.

The meeting between Mayor Holloway and Vice Mayor Nitz and the business community to discuss the Clifton Gala had to be cancelled due to snow. It will be rescheduled soon.

- b. Golf Cart Application Form.

- **Mayor Hollaway moved to approve the application of registration form for golf carts for use in the Town of Clifton as distributed, seconded by Councilmember Dillard. The motion was approved by poll vote, 4-0.**

9. New Business.

- a. Boy Scout Troop 1104 – Request for Annual Lock-In at Community Hall.

- **Councilmember Nickum moved to approve the annual lock-in event at the Town Community Hall for Boy Scout Troop 1104 from March 12, 2016 to March 13, 2016 and to waive the rental fees, based on the extensive volunteer efforts that Boy Scout Troop 1104 has provided to the Town of Clifton over the years, seconded by Councilmember Dillard. The motion was approved by poll vote, 4-0.**

b. Cleaning of Playground Equipment in Children's Park.

It was noted that the playground equipment could benefit from a periodic cleaning. It will be discussed a future meeting.

c. Educational Animal Events at the Community Meeting Hall.

- **Councilmember Nickum moved to place the discussion of an educational raptor event on the Agenda, seconded by Councilmember Dillard. The motion was approved by poll vote, 4-0.**
- **Councilmember Nickum moved to authorize an educational raptor event, which needs to be coordinated with the Town Hall manager, with the date to be determined, seconded by Mayor Hollaway. The motion was approved by poll vote, 4-0.**

10. Adjournment.

- **Councilmember Nickum moved to adjourn, seconded by Mayor Hollaway. The motion was approved by poll vote, 4-0, at 9:20 PM.**