



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 1, 2016, 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.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Wayne Nickum; Sandra Scales-Siwiek, Town Manager.

The Regular Meeting was called to order by Mayor Hollaway at 7:43 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 February 2016 Minutes with the revisions provided, seconded by Councilmember Dillard. The motion was approved by poll vote, 3-0-2, (Vice Mayor Nitz and Councilmember Hencken abstaining).**
 - b. Statistical Report on Town Car Tag Filings for 2015-16 (No Names).
See attached report.
2. Report of the Town Manager.
None submitted.
3. Report of the Treasurer.
 - a. Presentation of Financial Statements.
See attached report.
 - **Mayor Hollaway moved to approve the Report of the Treasurer as submitted, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**
 - b. Budget FYE 1706 – Requests and Schedule for Working Meetings.
 - **Mayor Hollaway moved to establish the Town Council’s Working Meetings for the budget on: Monday, March 28th, from 7-9PM; Thursday, March 31st, from 7-9PM; and Monday, April 11th, from 7-9PM; and a Public Hearing on Wednesday, May 4th at 7:30 PM, in the Community Hall (12641 Chapel Rd.); seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**
 - c. Statistical Report on BPOL Filings (No Names or Amounts).
See attached report.
4. Reports of Planning Commission, Architectural Review Board, and Committees:

a. Planning Commission:

See attached report.

- **Mayor Hollaway moved to hold a Joint Public Hearing of the Planning Commission and the Town Council at the April Town Council meeting on April 5th at 7:30PM to receive public comments on the Special Use Permit application of Peterson's Ice Cream Depot, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**
- **Mayor Hollaway moved to approve the Planning Commission's recommendation to approve the Use Permit application of For America, Inc., as set forth in the Planning Commission's report, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**

b. Architectural Review Board.

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

No report submitted; no action taken.

c. Committees:

i. Clifton Arts Council - Update.

No report.

ii. Committee on the Environment – Request to use their budgeted funds for two events.

- **Vice Mayor Nitz moved to authorize the Committee on the Environment to use their budgeted funds for two upcoming events: the Clifton Town Clean-up in April and the Town "Campfire, Stories and S'mores" event in June, including promotional expenses, assuming the Town Clean-up supplies are donated, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**

A third event on May 21st at Whitehall Farm, the "Night Sounds Hay Ride," is also scheduled, but will not impact the Committee's budget, as the Farm will charge admission.

iii. Trash Removal in the Business District.

It was noted that, with the advent of warmer weather, it is time to find someone to provide regular trash removal service in the Business District. The Town Manager will look into the matter and report back to the Council at a future meeting.

iv. Haunted Trail – Update.

This year's event is set to take place on October 29th.

v. Parking Committee – Update.

The plan for the Parking Committee is to meet in March, as the approaching warmer weather will be accompanied by an increase in traffic and parking issues.

vi. Candlelight homes Tour – Committee Chair needed.

It was noted that this long-standing event didn't happen last year, due to the need for a person to Chair the Committee. Councilmember Dillard will work with the Town Clerk to get the word out that someone is needed to plan and run that event.

5. Communications.

a. CBA - Caboose 5K Run.

- **Mayor Hollaway moved to authorize the CBA to hang a shingle sign for the 5K run which will be one of the two signs for the CBA, the other being Clifton Day, to be hung at the triangle, based on the significant capital contributions the CBA has made to the Town over the years, and signs must meet the ARB criteria for that**

sign, seconded by Councilmember Dillard. The motion was approved by poll vote, 5-0.

6. Citizen's Remarks

None.

7. Unfinished Business.

a. Sidewalk Improvement – Update.

Vice Mayor Nitz will contact the firm, J2E, to talk about the sidewalk issue, and to learn more about the feasibility of the project.

b. Clifton Gala 2016 – Status Report.

The event date is tentatively scheduled for July 10th, and sponsors are in the process of being lined up. A full report will be submitted at a future meeting.

8. New Business.

a. Clifton Community Women's Club – Request to Hang Banner for Homes Tour and shingle sign for May 19th.

- **Vice Mayor Nitz moved to approve the banner to hang over Main Street, two weeks in advance of the event, starting on May 5th, and to be removed within 7 days after the event, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

The Council noted that advertising events from other than the Town with a shingle sign in the triangle has not been approved, other than the CBA, as discussed in 5.a. above.

b. Clifton Wine Festival – Status.

No report submitted.

c. Clifton Lions Club – Request to Hang Banner for Pancake Breakfast April 24th. Held at Clifton Presbyterian Church. Same as has been hung annually for 10 years

- **Mayor Hollaway moved to approve the banner as requested, two weeks in advance of the event, starting on April 10th, and to be removed within seven days following the event, seconded by Councilmember Hencken. The motion was approved by poll vote, 5-0.**

d. Lawn Mowing Contract.

- **Mayor Hollaway moved to authorize the grass mowing contract with Rolando to be renewed for this year, at the same price as last year, seconded by Vice Mayor Nitz. The motion was approved by roll-call vote, Hollaway, Aye; Nitz, Aye; Dillard, Aye; Heilmann, Aye; Hencken, Aye.**

e. Reschedule May Town Council Meeting because of May 3rd Election.

- **Councilmember Hencken moved to change the May Town Council Meeting to Wednesday, May 4th, at 7:30PM because of the Town election being held on May 3rd in the Community Hall, seconded by Vice Mayor Nitz. The motion was approved by poll vote, 5-0.**

9. Executive Session – Personnel Matters.

- **At 9:27PM, Mayor Hollaway moved for the Council to go into Executive Session in order to discuss only matters that are appropriately addressed in Executive Session, seconded by Councilmember Hencken. The motion was approved, 5-0.**

10. Adjournment.

- **After concluding the discussion, Mayor Hollaway moved to come out of Executive Session, having only discussed matters that were appropriately addressed in Executive Session, seconded by Councilmember Hencken. The motion was approved, 5-0.**
- **Mayor Hollaway moved to adjourn, seconded by Councilmember Hencken. The motion was approved, 5-0.**