



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, AUGUST 2, 2016, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Present: Mayor Bill Hollaway; Vice Mayor Jennifer Heilmann; Councilmember Deborah Dillard; Councilmember Regan McDonald; Councilmember Wayne Nickum; Councilmember Darrell Poe.
Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.
Absent: Councilmember Dillard, from 7:31–7:39 PM.

The Regular Meeting was called to order by Vice Mayor Heilmann at 7:31 PM.

Order of Business:

1. Presentation on Shirley Gate Road to Popes Head Road Extension - Supervisor Pat Herrity.

Supervisor Herrity was unable to attend, due to a scheduling conflict. He plans to attend next month.

- **Councilmember Nickum moved to table the item, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0. (Councilmember Dillard was absent).**

2. Report of the Town Clerk:

a. Review of the Minutes (previous regular meetings and any special meetings).

- **Councilmember Nickum moved to approve the July 2016 Minutes as revised, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0. (Councilmember Dillard was absent).**

3. Report of the Treasurer.

See attached report.

- **Councilmember Nickum moved to approve the Treasurer's report as presented, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 6-0.**
 - a. Presentation of Financial Statements.
 - b. Statistical Report on BPOL Filings (No Names or Amounts).
 - c. Proposal from John Marshall Bank for CDs.
- **Councilmember Nickum moved to authorize Mayor Hollaway, the Town Treasurer and Councilmember Nickum to make investment decisions to invest funds in CDs on behalf of the Town, in order to capitalize on the most**

favorable terms, which can change quickly, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. (Councilmember Dillard was absent).

d. Selection of Auditor for Annual Audit.

- **Councilmember Nickum moved to approve the proposed agreement with White, Withers, Masincup & Cannaday, P.C. to perform the annual Town financial audit for Fiscal Year 2016 (ended June 30, 2016), seconded by Mayor Hollaway. The motion was approved by roll-call vote: Hollaway: Aye; Heilmann: Aye; Dillard: Aye; McDonald: Aye; Nickum: Aye; Poe: Aye.**

e. NCC Agreement for Collection of Overdue Vehicle Registration Payments.

The Council noted that the goal of establishing the Agreement with NCC is to increase the payment compliance rate within the Town, rather than taking punitive action against delinquent accounts; and, having an agreement consistent with Fairfax County will simplify the collection process.

- **Councilmember Nickum moved that the Town follow same collection process for overdue vehicle registration accounts as Fairfax County, to include the 10% late fee per vehicle, DMV holds, and timing, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**

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

a. Planning Commission.

See attached report.

- **Councilmember Nickum moved to approve the recommendation of the Planning Commission to approve the Preliminary Use Permit application for an addition to the existing structure at 12638 School Street, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**
- **Councilmember Nickum moved to approve the recommendation of the Planning Commission to approve the Use Permit application for Coppermine Realty, LLC, located at 12644 Chapel Road, Suite 107, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**

b. Architectural Review Board.

The ARB will begin submitting its reports to the Council in written form from now on.

The application for the shipping container at located at 7157 Main Street was discussed and tabled, pending the submission of a design that would use ARB-approved materials.

The ARB application for 12368 School Street was approved

It was noted that the fee structure for ARB applications is outdated and should be increased on a graduated schedule based on the type of application. The Board will present its proposal to the Council at an upcoming regular meeting.

The ARB recommended that the Council appoint Geri Yantis to the Board.

- **Councilmember Nickum moved to appoint Geri Yantis to the ARB for a term ending June 30, 2018, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**

c. Committees:

i. Streetscape Project – Scholarship to Attend VDOT Local Programs Workshop – Reimbursement of Costs.

See attached report.

- **Councilmember Dillard moved to approve Amanda Christman as Assistant Project Manager of the Town’s Streetscape project with compensation in the amount of \$5,000 per year for the current fiscal year (FY17) and send her to Roanoke to attend the VDOT Local Assistance Program workshop and cover all reasonable expenses and travel not covered by the scholarship, seconded by Mayor Hollaway. The motion was approved by roll-call vote: Hollaway: Aye; Heilmann: Aye; Dillard: Aye; McDonald: Aye; Nickum: Aye; Poe: Aye.**

ii. Clifton Arts Council – Clifton’s Got Drama! Glengarry Glen Ross Production in September – Request for Capital Expenditures.

- **Councilmember Nickum moved to approve \$850 to cover the purchase of a pipe and drape system that can be used during performances at the Community Meeting Hall and a reusable sandwich-board sign to advertise events, seconded by Mayor Hollaway. The motion was approved by roll-call vote: Hollaway: Aye; Heilmann: Aye; Dillard: Aye; McDonald: Aye; Nickum: Aye; Poe: Aye.**

iii. Pink House – Maintenance and Repairs.

Royce Jarrendt reported on the condition of the crawl space at the Pink House, and made recommendations for remediating the dampness and making the space more accessible for future inspections.

iv. Clifton Gala – Report on Proceeds

Sean McNamara submitted \$19,000 in proceeds from the Gala that was held on July 10th, and reported that the event was a success.

5. Communications.

a. CBA Offer to Refurbish Historic Signs in Clifton.

b. Fairfax County Community Emergency Response Team (CERT) Training.

Councilmember Dillard will contact several CERT members regarding attending the next Council meeting to discuss the program.

6. Citizen’s Remarks

None.

7. Unfinished Business.

a. Proposed Revisions to Noise Ordinance.

The proposed amendment continues to be reviewed and revised. Several issues were discussed regarding how to tailor the ordinance to better serve the Clifton Community. It was noted that a motorcycle club that meets regularly in the Town on Sunday mornings should be contacted about the need for them to decrease the noise they make. Councilmember Poe will follow up with them.

8. New Business.

a. Memorial and Recognition for Pat Layden.

Various options for commemorating the lifetime contributions of Pat Layden to the Town. Councilmember Dillard will look into the options and make recommendations to the Council.

b. Memorial Tree for Jayson Pollard.

- **Councilmember Nickum moved to approve the planting of a tree in Jayson Pollard's honor alongside Mr. Anton's fence in the fall of 2016, to be paid for by the family, and that the Park Committee will work with the family on selecting the type of tree and its location, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**

c. Arts Council of Fairfax County Grant Proposal for Temporary Public Art Project in Clifton.

The grant proposal will be submitted in February, 2017. Councilmember Poe will work with the Arts Council of Fairfax County on the specifics and will make recommendations as needed.

d. Proposal to Install Trails in Clifton Creek Park – Reimbursement Request.

A proposal to split the \$15,000 total cost of the installation of trails consisting of recycled concrete dust in the park has been submitted, with the Town contributing 30%, and the remaining 70% split between Rick Peterson, the CBA, and the Northern Virginia Conservation Trust.

- **Councilmember Poe moved to approve the Town's portion of the expenditure of \$4,500 for the installation of trails in Clifton Creek Park, seconded by Councilmember Nickum. The motion was approved by roll-call vote: Hollaway: Aye; Heilmann: Aye; Dillard: Aye; McDonald: Aye; Nickum: Aye; Poe: Aye.**

e. Signage for Public Parking in Floodplain Public Parking Lot

Councilmember Dillard will work with the CBA and the ARB to ensure the project's progress.

f. Repository for Signs Picked Up from Public Property in Back of Pink House.

- **Councilmember Nickum moved to establish a repository for signs that are removed from public rights-of-way by authorized individuals, located behind the Pink House, where the signs will remain at least 30 days, in case the sign owners want to retrieve them, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**

9. Adjournment.

- **Councilmember Poe moved to adjourn the Council's Regular Meeting, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

The Meeting was adjourned at 10:03 PM.