



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, APRIL 4, 2017, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

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

The Regular Meeting was called to order by Mayor Hollaway at 7:30 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 March 2017 Minutes with revisions, seconded by Councilmember Nickum. The motion was approved by poll vote, 5-0.**

2. Report of the Treasurer.

See attached report.

a. Presentation of Financial Statements.

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

- **Councilmember Nickum moved to approve the Treasurer's Report as presented, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0.**

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

a. Planning Commission.

No report.

b. Architectural Review Board.

See attached report.

c. Business Committee.

Vice Mayor Heilmann noted that All That Glitters is closing. Three retail businesses have closed in the past year, which doesn't leave many in Town. Hydrangea, Cupcaked, Goldenshill, the Main Street Pub and Belle Jar are the active members on the Business Committee.

d. Committees:

i. Committee on the Environment – Planned Clean-up Event.

Vice Mayor Heilmann noted that the event is scheduled for April 23rd from 8 to 10 AM. Volunteers will be working in multiple areas of the Town to help with trash pickup, weeding/removing dead grasses, and new plantings.

ii. Clifton Arts Council – Film Festival - Update.

The Council noted that several large events have disappeared from the Town, such as the wine festival and the car show. The film festival is intended to be a cultural event held for the Town's benefit. The event will occur over the course of a weekend, to reduce the impact on parking.

- **Mayor Hollaway moved to authorize holding the film festival, including the budget that has been provided, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0.**

iii. Communications Committee – Website.

The Council clarified that the primary purpose of the Town's website is for government information, not for advertising. Notices of Community events are helpful, because people of the town would like to know. The website can include links to Town businesses.

iv. Parks Committee

Grass Mowing Contract.

The price of the mowing contract for the Town, which hasn't changed in the past 8 years is being increased from \$150 to \$165 per mow.

- **Councilmember Nickum moved to approve the new price, seconded by Mayor Hollaway. The motion was approved by roll-call vote: Hollaway, aye; Heilmann, aye; McDonald, aye; Nickum, aye; Poe, aye.**

Clifton Park Landscaping Project – Revised Plan and Landscape Bid.

The revised plan and bid is for \$3,290.00. The planting will be guaranteed, and is considered to be a long-term, capital investment for the benefit of the community. One of the trees is a memorial that will be paid for by the Pollard family.

- **Councilmember Nickum moved to approve the contract as presented, seconded by Councilmember McDonald. The motion was approved by roll call vote: Hollaway, aye; Heilmann, aye; McDonald, aye; Nickum, aye; Poe, aye.**

Request to Place New Plantings in Triangle and Cost Reimbursement.

Most of the original plants did not survive after the initial planting, and need to be replaced.

- **Mayor Hollaway moved to authorize up to \$750 for flowers and other plantings to replace the dead plantings in the triangle, seconded by Councilmember Poe. The motion was approved by roll-call vote: Hollaway, aye; Heilmann, aye; McDonald, aye; Nickum, aye; Poe, aye.**

v. Community Hall – Long-Term Rental of Community Hall.

The Council reiterated the Town's policy for long-term renters, defined as those who rent the Community Hall for more than 30 days. Long-term renters need to have a Use Permit issued by the Town, or a pending application for a Use Permit with the Planning Commission, in the interim before the parking lot is re-stripped by Fairfax County.

- **Mayor Hollaway moved to allow the Clifton Dance Academy to rent the Community Hall on a long-term basis, provided they have submitted a Use Permit application that's deemed complete by the Planning Commission Chair and that the continuing rental is conditional upon the approval of the application for a Use Permit, seconded by Councilmember Nickum. The motion was approved by poll vote, 4-0-1 (Councilmember Poe abstained).**

4. Communications.

a. Resignation from the Town Council – Letter Received.

Mayor Hollaway reported that Councilmember Deb Dillard has submitted a letter to tender her resignation from the Town Council, which will be effective no later than April 15, 2017.

b. Town Free Little Library – Request for Contribution.

The Girl Scouts have raised \$300 out of the total \$500 need to cover the cost of the materials for the Free Little Library. They have asked that the Town contribute \$150 toward the cost of the materials. This is considered a capital improvement, as the Town will own it, as is consistent with other Scout contributions to the Town.

- **Councilmember Nickum moved to provide up to \$150 for the purchase of materials for the Free Little Library, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

c. Clifton Community Woman’s Club – Request to Re-Consider Hanging Sign in Triangle.

Mayor Hollaway reported that the Council received a request from the Clifton Community Woman’s Club to reconsider the Town’s policy regarding hanging advertisement shingle signs in the Triangle Gateway.

No motion was made to reconsider.

5. Citizen’s Remarks.

None.

6. Unfinished Business.

a. Town Banner Replacement - Update.

Vice Mayor Heilmann reported on the most recent changes that have been made to the banner design. The final proof is should be ready for consideration at the next meeting for final approval by the Town Council.

b. Railroad Parking Lot Drainage - Update.

Sheldon Hofferma updated the Council on efforts to address the drainage issues in the parking lot. He met with a paving contractor and received a preliminary proposal but needs additional details. By the next Council meeting, Mr. Hofferma will have met with Vice Mayor Heilmann again, and will have additional information to report.

c. Railroad Crossing Improvements – Update.

None.

7. New Business.

a. Caboose Improvement Plan.

None.

b. Anticipated Vacancy on the Town Council.

The Council discussed its obligations to fill a future vacancy. The Clerk was directed to send out a notice on April 15th, welcoming expressions of interest from individuals who are eligible to serve on the Council.

8. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Nickum. The motion was approved by poll vote, 5-0.**