



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 7, 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.

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).
 - **Councilmember Nickum moved to approve the January Minutes as presented and revised, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0-1 (Councilmember Dillard abstained).**
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 that the Treasurer's report be approved as presented and that the scheduling of the Budget timetable be added to next month's agenda, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**
3. Reports of Planning Commission, Architectural Review Board, and Committees:
 - a. Planning Commission.

See attached report.
 - b. Architectural Review Board.

See attached report.
 - c. Business Committee.

No report.
 - d. Committees:
 - i. Streetscape Committee – Project and Contract Status.

Councilmember McDonald reported that the proposed contract has been submitted to VDOT, which has subsequently requested several information items, primarily due from the contractor. The pre-award audit process is ongoing and a status updates will be forthcoming.

ii. Park Committee.

Councilmember Nickum reported that the Park Committee will be meeting on-site next week to discuss plantings near the basketball court. These future plantings are intended to screen the playground in a way that will benefit the community.

iii. Communications Committee.

Councilmember Poe submitted a draft proposal of procedures for acquiring G-Suite for a single email platform with centralized management for the Town Council, staff and the Planning Commission and ARB. The Town Council gave feedback and the draft proposal will be revised and reviewed next month.

4. Communications.

a. Clifton Presbyterian Church – Request to Hang Banner.

The Clifton Presbyterian Church has requested permission to hang a banner advertising their annual Spaghetti Dinner event, scheduled on March 17th, to be placed two weeks before the event until one week after.

- **Councilmember Nickum moved to approve the request, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**

b. Girl Scout Commendation Letters.

Mayor Hollaway has received a request for several local Girl Scouts to receive commendation letters from the Town, in recognition of their recent Award for their long-term community service project at a nearby nursing home. The Clerk was directed to locate an example letter that can be used as a template for future requests.

c. Boy Scout Troop 1104 Request for Annual Lock-In.

Boy Scout Troop 1104 has requested to use the Community Meeting Hall for their annual Lock-In event, to be held on March 18-19, which has been a tradition for more than 15 years.

- **Mayor Hollaway moved to approve the request to use the facility and waive the rental cost in recognition of the Troop's prior community service to the Town, second by Councilmember Poe. The motion was approved by poll vote, 6-0.**

5. Citizen's Remarks.

None.

6. Unfinished Business.

a. Railroad Crossing – Review and Discussion.

The Town Council reported on the on-site meeting that was attended by Councilmembers, Norfolk Southern, Delegate Tim Hugo and residents to view and discuss the recent vehicle collision and the problem of drivers stopping on the railroad tracks. A variety of safety measures were discussed, which will be coordinated between VDOT and Norfolk Southern.

b. Clifton Oral History Project – Moving Forward.

The Council would like to move forward with producing the Town's Oral History Project. Mayor Hollaway pointed out that a "generation of people who created the Town of

Adopted as presented by the Town Council on March 7, 2017

Clifton as we know it today are getting older, so we need to act quickly to get their histories recorded.”

Chuck Rusnak mentioned that the Town’s History Committee is currently collecting raw data for the project now, and has made progress in compiling a list of interviewees. They will submit a progress report at the next meeting.

7. New Business.

a. Review of Requirements to Serve on Town Council.

The Council discussed the residency requirements to serve on the Town Council, though no action was taken.

b. Business Cards for Council Members and Staff.

Several Councilmembers and staff have indicated a need to have business cards to distribute during meetings and correspondence. Councilmember Poe will look in to setting up a template and will price out a cost-effective option.

c. Pipeline Utility Piling of Trees in 8-Acre Park Impeding Flood Waters and Increasing Stream Erosion.

There is a large quantity of tree cuttings from utility work that is creating hazardous conditions and stream erosion in the park.

- **Councilmember Nickum moved to file a complaint with Fairfax County on the placement of the cut timber and related debris located in the flood plain of the park, seconded by Councilmember Dillard. The motion was approved by poll vote, 6-0.**

8. Adjournment.

- **Councilmember Dillard moved to adjourn, seconded by Councilmember McDonald. The motion was approved by poll vote, 6-0.**

The meeting was adjourned at 9:22 PM.