



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

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

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**The Regular Meeting was called to order by Mayor Hollaway at 7:35 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 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

2. Report of the Treasurer.

**See attached report and adopted Resolution.**

a. Presentation of Financial Statements.

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

c. Schedule for Budget Work Sessions and Public Hearing for Budget FYE 0618.

- **Councilmember Nickum moved to approve the Treasurer's report as presented and to schedule the Budget Work Sessions for March 30, April 6, April 18, and to advertise for and hold the Public Hearing on May 2 and adopt the proposed Budget on June 6, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0.**
- **Councilmember Nickum moved to adopt the Resolution to authorize the Treasurer to obtain a credit card for the Town, seconded by Councilmember Poe. The motion was approved by roll-call: Nickum: Aye; Poe: Aye; Hollaway: Aye; Heilmann: Aye.**

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

a. Planning Commission.

**See attached report.**

- **Councilmember Nickum moved to approve the recommendations of the Planning Commission, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0.**

b. Architectural Review Board.

**See attached report.**

c. Business Committee.

**No report.**

d. Committees:

i. Clifton Arts Council – Film Festival Proposal.

**See attached proposal.**

ii. History Committee – Oral History Status Update.

Councilmember Poe is researching the technology needed to continue with the project.

iii. Parks Committee – Grass Mowing Contract.

Councilmember Nickum reported that the updated price for the upcoming mowing season contract will be forthcoming.

iv. Website – Status Update.

Councilmember Poe reported that the hosting package will be upgraded to support add-on domains and the required SSL.

#### 4. Communications.

a. Northern Virginia Therapeutic Riding Program – Presentation on Building Project. Wendy Baird introduced the Northern Virginia Therapeutic Riding Program (NVTRP) and updated the Council on the progress of their Capital Campaign.

b. Clifton Lions Club Request for Banner for Pancake Breakfast – April 30.

- **Councilmember Nickum moved to approve the request to hang the banner across Main Street on March 23<sup>rd</sup> and take it down within one week after the event, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0.**

c. Clifton Community Woman’s Club – Request to Hang Sign at Clifton Triangle for Spring Homes Tour.

- **Councilmember Nickum moved to approve the hanging of a banner across Main Street, subject to established guidelines, in case the Club would be interested in doing so, seconded by Councilmember Poe; the motion was amended to deny the request to hang a shingle sign at the Town Triangle entrance, seconded by Mayor Hollaway. The motion was approved, 4-0.**

#### 5. Citizen’s Remarks.

**None.**

#### 6. Unfinished Business.

a. Little Free Library Girl Scout Project – Design and Location.

**Proposed design and specifications attached.**

- **Councilmember Nickum moved to approve the Little Free Library Girl Scout Project, with the location to be at the Community Hall, details to be determined, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

b. Residence Requirements to Serve on Town Council.

The Council is seeking additional information. No action was taken.

c. Railroad Crossing Improvements – Update.

Councilmember Nickum updated the Council on efforts to improve the crossing. VDOT and Norfolk Southern have agreed that the space on the side will be filled in.

d. Proposed Planting Plan for Clifton Town Children's Park.

**Proposed plan attached.**

- **Councilmember Nickum moved to approve the plan as proposed with the redbud tree to be dedicated to Jason Pollard, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

e. Repair and Replacement of Town Banners – Status.

**See attached price quote.**

Vice Mayor Heilmann updated the Council on the price quotes received. The graphic design portion of the project is ongoing.

f. Problems with Motorized Vehicles Trespassing on Town Property.

The Council reiterated that motorized vehicles trespassing on Town property is both prohibited and extremely dangerous. Councilmember Poe will remind residents that unauthorized golf cart usage (such as by unlicensed drivers) can result in revocation of golf cart registrations.

g. Town Email Guidelines.

- **Councilmember Nickum moved to table the item, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

#### 7. New Business.

a. Proposed Eagle Scout Project – Picnic Tables in Eight-Acre Park.

Zachary Lawrence presented his proposed Eagle Scout project to build and install picnic tables in Eight Acre Park. **Proposal attached.**

- **Councilmember Nickum moved to approve the project and to authorize a reimbursement of costs, up to \$500, seconded by Mayor Hollaway. The motion was approved by roll-call: Nickum: Aye; Poe: Aye; Hollaway: Aye; Heilmann: Aye.**

b. Request for Ideas for New Eagle Scout Projects in Clifton.

The Council briefly discussed potential Eagle Scout Project ideas.

c. Cox Cable Franchise Renewal Request and Process.

The Council and their representatives would like to meet with Cox to discuss the franchise renewal. The Clerk will obtain and distribute a copy of the current agreement, for review.

d. Water Drainage Problem at Villagio and Railroad Siding Parking Lot.

Various options for improving the situation were discussed. Vice Mayor Heilmann volunteered to organize a special meeting, on site, to discuss the matter.

e. Water Drainage on Chapel Road.

Councilmember Nickum reported on the plan to correct the drainage problem on Chapel Road at the intersection of Pendleton Road.

#### 8. Adjournment.

- **Councilmember Nickum moved to adjourn the Meeting, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0.**

The Meeting was adjourned at 10:35 PM.