



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MAY 2, 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.

The Public Hearing and Regular Meeting was called to order by Mayor Hollaway at 7:35 PM.

Order of Business:

1. Public Hearing on Town of Clifton Budget for FYE 1806.

Laura McDonald requested that the expenditure for flowers planted in common areas to be included under the Committee on the Environment (COTE) budget, perhaps in a beautification line item. The Council discussed several line items for beautification that could be moved under the COTE budget section.

Councilmember Nickum noted that the \$6,000 for the landscaping portion alongside of Chapel Street near the Anton property should be increased to \$10,000 because funds that were expected to be spent in the current fiscal year will actually be spent in the next fiscal year.

No further comments were received.

- **Councilmember Nickum moved to close the Public Hearing, seconded by Councilmember Poe. The motion was approved, 5-0.**

2. VDOT Presentation on Ramp Work in Town of Clifton.

Virginia Department of Transportation (VDOT) staff presented on the region-wide plan to update infrastructure to be ADA-compliant. Some VDOT sidewalk ramps in Clifton appear to not meet the ADA guidelines. The date planned for the improvements is June or July.

Several residents and Councilmembers mentioned the need to re-mark the crosswalk across Main Street at Chapel Road. VDOT will follow up on getting that done.

3. Presentation by Candidates Interested in Filling Open Council Seat.

Three candidates introduced themselves to the Council and spoke about their qualifications and why they want to serve on the Council.

- **Councilmember Poe moved to appoint Melissa Milne to fill the vacancy on the Council, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 5-0.**

The Council was impressed by all three candidates. The Councilmembers thanked each individual for their interest and encouraged those not selected to continue their involvement in the community, and to run for election next year.

4. Report of the Town Clerk:

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

- **Councilmember Nickum moved to approve the April 2017 Regular Minutes as revised, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**
- **Councilmember Nickum moved to approve the three Budget Work Session Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0.**

b. Review and Approval of Revised Memorandum of Understanding (“MOU”) with Fairfax County on Collection of Vehicle Fees.

- **Mayor Hollaway moved that the Council approve the proposed revised MOU between the Town and the Fairfax County Board of Supervisors to include the collection of delinquent fees, to be effective on July 1, 2017, and to authorize Mayor Hollaway to sign and execute the agreement accordingly, seconded by Councilmember McDonald. The motion was approved by poll vote, 5-0.**

5. Report of the Treasurer.

See attached report.

- **Mayor Hollaway moved to cancel the existing agreement with NCC when the new MOU between the Town and Fairfax County goes into effect on July 1, 2017, seconded by Councilmember McDonald. The motion was approved by poll vote, 5-0.**
- **Councilmember Nickum moved to approve the reimbursement for the flower plantings in the amount of \$761.62, seconded by Councilmember McDonald. The motion was approved by roll-call: Nickum: Aye; McDonald: Abstained; Hollaway: Aye; Poe: Aye; Heilmann: Aye.**

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 Vice Mayor Heilmann. The motion was approved by poll vote, 5-0.**

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

a. Planning Commission.

See attached report.

- **Councilmember Nickum moved to approve the Planning Commission recommendation to not approve a Use Permit for the Clifton Dance Academy to use the Community Meeting Hall on a long-term basis, seconded by Councilmember Poe. The motion was approved by poll vote, 5-0.**

- **Mayor Hollaway moved to extend the temporary rental of the Town Hall by Virginia Buersmeyer and the Clifton Dance Academy through June 30th 2017, due to exigent circumstances to enable the scheduled children's dance recital, but not beyond that, seconded by Vice Mayor Heilmann. The motion was approved by poll vote, 4-0-1. (Councilmember Poe abstained).**
- **Councilmember Nickum moved to authorize Vice Mayor Heilmann to write a letter addressing a sign that has been posted by a business that is not approved by the Town Code, second by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

b. Architectural Review Board.

No report.

c. Business Committee.

No report.

d. Committee on the Environment (COTE).

i. Report on Earth Day Event.

Laura McDonald reported on the success of the Town's Earth Day Clean-up. She noted that an additional event is planned for the third week in June: Pollinator Week.

e. Committees:

i. Clifton Arts Council.

Councilmember Poe submitted a proposal for costs associated with mounting and wiring the projector screen that was donated two years ago, which is worth approximately \$1,500. Total cost would not exceed \$1,000.

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

ii. Town Hall Management.

Councilmember Poe reported on the recent vandalism that occurred on site, and the various damage mitigation and security measures that have been taken.

iii. Oral History Project

Mayor Hollaway and Councilmember Poe submitted an audio-visual equipment proposal and budget in order to continue progress on the project.

- **Councilmember Nickum moved to approve up to \$1,200 for the cost of the audio-visual equipment acquisition, seconded by Councilmember McDonald. The motion was approved by roll-call vote: Nickum: Aye; McDonald: Aye; Hollaway: Aye; Poe: Aye; Heilmann: Aye.**

7. Communications.

None.

8. Citizen's Remarks.

None.

9. Unfinished Business.

a. Change in Girl Scout Little Free Library to a Private Project on Main Street.

Mayor Hollaway updated the Council on the request of the Girl Scouts to erect the Little Free Library on private property on Main Street. Mayor Hollaway will follow-up with the Troop.

b. Town Banner Replacement – Review and Approval.

- **Councilmember Nickum moved to approve the replacement banner design option “B” with black trucks and wheels, for a cost not to exceed \$2,300, for up to 24 banners, seconded by Councilmember McDonald. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Hollaway: Aye; Poe: Aye; Heilmann: Aye.**

c. Railroad Parking Lot Drainage - Update.

Sheldon Hofferma provided an update of the lot drainage issues. Mr. Hofferma reported that, in his view, there are three ways to move the water that is coming from under the Buckley Store building: 1) build a trench in the lot to move the water out to the end of the lot where it joins the caboose area (gravel area); 2) re-do the lot so that the water naturally moves down the slope and onto the gravel area, which will absorb the water and re-grade the gravel area; 3) change the exit for the water that comes out of the Buckley Store building by diverting it from its current egress by Villagio’s dumpster to instead go directly down into the County public sewer system without coming out of the Buckley Store building (which is connected to gravity-flow system that ends at the cistern of the pump & haul system). An additional report by Mr. Hofferma will be forthcoming.

Steve Effros commented that no matter what plan is adopted to address the water drainage issue, in his view the Town will also need to re-grade the gravel parking lot to allow water run-off, as compacted gravel is not porous, and the grade would need to be maintained.

10. New Business.

- **Councilmember Nickum moved to add to the Agenda: the determination of awarding bonuses for the current fiscal year to Town officials, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0. roll-call: Nickum: Aye; McDonald: Aye; Hollaway: Aye; Poe: Aye; Heilmann: Aye.**
- **Councilmember Nickum moved to allocate a bonus of \$1,000 each to the Town Clerk and Town Treasurer for the current fiscal year , seconded by Mayor Hollaway. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Hollaway: Aye; Poe: Aye; Heilmann: Aye.**

a. Belle Jar Design – Lease Renewal Request.

The owner of Belle Jar Design has requested to re-negotiate the terms of the rental lease, which the Council will address in Executive Session.

11. Executive Session – Lease Negotiation.

- **At 10:55 PM, Councilmember Nickum moved for the Council to go into Executive Session in order to discuss only negotiation of the Pink House lease, which is a matter that is appropriately addressed in Executive Session, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**

12. Adjournment.

- **After concluding the discussion, Councilmember Nickum moved to come out of Executive Session, having only discussed negotiation of the Pink House lease, which is a matter that was appropriately addressed in Executive Session, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**
- **Councilmember Nickum moved to adjourn, seconded by Mayor Hollaway. The motion was approved by poll vote, 5-0.**