



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 5, 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 Melissa Milne; Councilmember Wayne Nickum; Councilmember Darrell Poe.

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

Absent: Mayor Hollaway, from 7:26 – 7:43 PM. Councilmember McDonald, from 7:26 – 7:29 PM.

The Regular Meeting was called to order by Councilmember Nickum at 7:26 PM.

Order of Business:

1. Report of the Town Clerk:

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

- **Vice Mayor Heilmann moved to approve the Minutes as revised, seconded by Councilmember Poe. The motion was approved by poll vote, 4-0. (Mayor Hollaway and Councilmember McDonald were absent).**

2. Report of the Treasurer.

See report attached.

- **Councilmember Poe moved to approve the Treasurer's report as presented, seconded by Councilmember Milne. The motion was approved by poll vote, 5-0. (Mayor Hollaway was absent).**

a. Reissue Corrected Treasurer's Report for August Meeting.

The corrected Report was approved at the August Meeting, and is attached to the August Minutes.

b. New Lease Agreement with Belle Jar Design – Signing.

- **Councilmember Milne moved to authorize Mayor Hollaway to execute the new lease with Belle Jar Design, as presented, seconded by Councilmember McDonald. The motion was approved by poll vote, 5-0. (Mayor Hollaway was absent).**

c. J2 Engineers, Inc Invoice – submitted by the Special Projects Committee.

- **Councilmember Poe moved to authorize the payment of the J2E invoice for Phase II of the streetscape project in the amount of \$1,849.67, seconded by Vice Mayor Heilmann. The motion was approved by roll-call: Nickum: Aye; McDonald: Aye; Milne: Aye; Heilmann: Aye; Poe: Aye. (Mayor Hollaway was absent).**

3. Citizen's Remarks.

a. Paradise Springs Winery Participation in Clifton Day.

Mayor Hollaway reported that the winery is working with the CBA on the arrangements for its participation in the event.

b. Whitehall Farm – Presentation on Ropes Course.

Jeff Waters presented on the status of Whitehall Farm's ropes course application, which is under consideration by Fairfax County.

A resident of Dunvegan Drive presented an opposing argument to Whitehall Farms proposed ropes course, and requested that the Town not intervene in Fairfax County's review process.

A resident from Pocol Drive, adjacent to Whitehall Farm listed several of his family's concerns about the proposed project at the Farm.

A resident of Braeburn Drive asked the Council what further involvement the Town could have at the farm.

- **Councilmember Poe moved to allow an additional five minutes of speaking time to Jeff Waters, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

Mr. Waters offered a five-minute rebuttal to several of the previous comments.

The Council responded that it will take all comments under advisement, and reiterated that it seeks to provide a forum to serve the community's various viewpoints.

c. Clifton Baptist Church – Introduction.

Paul Blum, a trustee of the Clifton Baptist Church, introduced himself to the Council and indicated that the Church would like to become more involved in the Town's activities.

4. Unfinished Business.

a. Lighting of Railroad Siding Parking Lot.

Councilmember Milne reported that she and Councilmember Nickum met with a lighting consultant regarding specific options, and would like to discuss it in further detail at the November meeting.

- **Councilmember Poe moved to table the item until November, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

b. Securing Name Plates for Council Meetings.

Vice Mayor Heilmann presented the name plates she obtained on behalf of Councilmembers and staff.

c. Railroad Siding Parking Lot Drainage and Paving.

Councilmember Nickum reported that the water drainage still needs improvement. Sheldon Hofferma reported he will meet with the paver soon. An update will be forthcoming at the next Meeting.

5. Reports of Special Committees.

a. Pedestrian Safety and Traffic Issues Committee.

The recently-formed Committee reported that a new member has been added and there will be a meeting soon.

6. Reports of Standing Committees.

a. Planning Commission.

i. Addition of Bathrooms at Lot 41A and Lot 42 on Chapel Street and Clifton Sewer Policy.

Mona Harrington asked what process is in place to indicate to Fairfax County that the Town is aware of any future bathroom addition projects in Town, in the future. The Planning Commission and Town Council indicated that a specific process needs to be developed.

ii. Status of all Memoranda of Understanding (MOUs) between Town of Clifton and Fairfax County.

The Planning Commission reported on the most recent renewal dates and status for several MOUs between the Town of Clifton and Fairfax County.

- **Councilmember Poe moved to authorize Mayor Hollaway to work with Fairfax County to revise the proposed building services agreement, seconded by Councilmember Nickum. The motion was approved by poll vote, 6-0.**

iii. Department of Environmental Quality Compliance Review (DEQ) – Update.

The Planning Commission reported on the progress with the DEQ compliance review, and highlighted several issues that have been raised so far. Kathy Kalinowski proposed that a Joint Meeting between the Town Council and Planning Commission be scheduled, in order for Dan Moore, of the DEQ, to give an informational presentation.

- **Councilmember Nickum moved to authorize a joint work session of the Planning Commission and the Town Council to be held on Tuesday, October 24th located at the Acacia Lodge, 7135 Main Street, at 7:30 PM.**

The Town Council agreed to schedule the meeting and directed the Clerk to advertise the upcoming meeting by a variety of methods, as is the usual practice.

b. Architectural Review Board.

i. Follow-up on Unapproved Signs.

No Report.

c. Haunted Trail 2017 – Status Update.

Councilmember Poe reported on the positive progress being made with the event, which is scheduled to take place on Oct. 28th.

d. Committee on the Environment (COTE).

The Committee reported that another planter on Chapel Street was hit, although not broken.

i. Pollinators Week Resolution.

The proposed Resolution will be forthcoming.

e. Other Committees.

- **Councilmember Nickum moved to allow the CBA to use Town property, whether owned or leased, for Clifton Day, provided they submit a \$2 million insurance policy certificate with the Town of Clifton listed as additional insured, seconded by Mayor Hollaway. The motion was approved by poll vote, 6-0.**

i. Communications Committee – Update on Town Website.

Councilmember Poe reported that he has reviewed the first draft of the new website and the second draft will be submitted to the Council for review as soon as initial revisions have been made.

ii. Arts Council - Film Festival Update.

Councilmember Poe reported that he has secured one corporate sponsor for the event and looking for more. He announced that “Early-bird” tickets are on sale now.

iii. Council Meeting Procedures.

Adopted as revised by the Town Council on October 3, 2017

It was requested that the order of business for regular Town Council Meetings be placed on the Agenda for discussion.

7. New Business.

a. Repainting of Fence on East and West Side of Bridge on Main Street.

Councilmember Nickum reported that the Town is responsible for the bridge maintenance. The Council will solicit project bids.

8. Adjournment.

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

The Meeting was adjourned at 9:11 PM.