



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY August 5, 2014 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

<b>Town Council Present:</b>	Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Jennifer Heilmann; and, Wayne Nickum	<b>Absent:</b> Eric Hencken. Deborah Dillard
<b>Town Officials Present:</b>	Treasurer: Marilyn Barton; Town Clerk: Kathleen Barton Volonsevich; and, Town Manager: Sandra Scales-Siwiek	<b>Absent:</b> None

**Summary of Motions:**

<b>1. Prior Minutes.</b>						
<b>Approve Regular July 1, 2014 TC Minutes.</b>	<b>Motion:</b>	Wayne Nickum	<b>2nd:</b>	Jennifer Heilmann	<b>Vote:</b>	Approved Unanimous
<b>2. Treasurer's Report.</b>						
<b>2.1. Approve Financial Report as presented</b>	<b>Motion:</b>	Wayne Nickum	<b>2nd:</b>	Dwayne Nitz	<b>Vote:</b>	Approved Unanimous
<b>3. Standing Commission/Committee Reports:</b>						
<b>3.1. Planning Commission (PC). – No Motions</b>						
<b>3.2. Architecture Review Board (ARB) - No Motions</b>						
<b>3.3. Committees</b>						
<b>3.3.1. Re-establish Committee on Environment, appoint Laura Stephens McDonald, Chair</b>	<b>Motion:</b>	Dwayne Nitz	<b>2nd:</b>	Jennifer Heilmann	<b>Vote:</b>	Approved Unanimous
<b>Appoint Michelle Stein, Dwayne Nitz TC Rep-- Environ. Comm.</b>	<b>Motion:</b>	Wayne Nickum	<b>2nd:</b>	Jennifer Heilmann	<b>Vote:</b>	Approved Unanimous
<b>4. Communications – None</b>						
<b>5. Citizen's Remarks - None</b>						
<b>6. Unfinished Business - None</b>						
<b>7. New Business – None</b>						
<b>8. Report of Town Manager – No motions</b>						
<b>9. Adjournment –</b>	<b>Motion:</b>	Wayne Nickum	<b>2nd:</b>	Dwayne Nitz	<b>Vote:</b>	Approved Unanimous

## Order of Business

1. Review of July 1, 2014 Minutes- Approve	Motion:	Wayne Nickum	2nd:	Jennifer Heilmann	Vote:	Approved
2. Report of Treasurer	Closing Date:	7/31/2014	Presenter:	Marilyn Barton, Treasurer		
Treasurer's Additional Comments / Recommendations/ Requests						<ul style="list-style-type: none"><li>Total Checking/Savings, \$841,023.92</li><li>Profit and Loss Budget Performance Report Summary reflects activity of July compared to FY15 budget by Operating Funds with the Capital Improvement funds segregated at the bottom.</li></ul>
2.1.1	<b>Report on Investment Options</b>	Marilyn Barton, Wayne Nickum and the Town Manager met with Steven Collins, representing Cardinal Bank. Proposal was e-mailed to the Town Council for review and info on Friday 8/1. Invite Steven Collins to present at October TC Meeting.				
2.1.2	<b>Statistical Report on BPOL Filings, Timely Filings, Non-Filter Follow-Up (No Names of Businesses or Amounts).</b>	Follow-up letters were sent to all businesses with outstanding BPOL filings, with the request that they file and pay their BPOL taxes as soon as possible, but no later than August 15 <sup>th</sup> to avoid additional penalties. Three responses were received of reported fourteen. One indicated that their business was no longer in Clifton, having moved the prior year, and two indicated that their filing and payment will be submitted.				
2.1.3.	<b>Statistical Report on Town License Tag Application – Timely Filings, Non-Compliance, Household Non-Filter Follow-Up (No Names).</b>	The Clerk reconciled the Motor Vehicle Tag Master file to the accounting report of payments received for FY14. Then sent the master file to the Clifton Town Manager for further follow-up on past-due accounts. The Town Manager requested a more definitive list of past-due accounts and suggested setting a flag paid/not paid for each entry in the Master file.				
2.1.4.	<b>Clarification Requested – is Clifton Vehicle Registration in lieu of Fairfax County Vehicle Registration or an additional requirement.</b>	Town Manager instructed to follow-up with the County and report results.				
Approve Financial Report as presented.	Motion:	Wayne Nickum	2nd:	Dwayne Nitz	Vote:	Approved
3	<b>Reports of Planning Commission, Architectural Review Board, and Standing Committees –</b>					
3.1	<b>Planning Commission:</b>	No applications. Planning Commission Report attached. PC heard a preliminary presentation by Summit/Express-tek concerning installation of new fiber optic cable in the perceived VDOT and railroad right-of-way. PC recommends and Town Council agrees that the Town should send Summit a letter making certain requests and clarifications. It was agreed to engage the Town Attorney.				
3.2	<b>ARB:</b>	The ARB did not meet. It was noted that ARB meetings need to be posted in the post office bulletin board.				
3.3	<b>Committees</b>					
3.3.1	<b>Re-establish Committee on the Environment -- See Summary Motion above.</b>					
3.3.2	<b>History Committee Request to Fund Plaques from Sangster's Station Memorial – Tabled.</b>					
3.3.3	<b>Membership of Industrial Bond Authority – Tabled.</b>					
3.3.4	<b>Park Committee –</b>	Reported that fence along Chapel Street was replaced and waiting on putting up "No Parking" Signs as they should be approved by ARB first.				
3.3.5	<b>Pink House –</b>	Reported that roof is starting to rust. It was requested that the Town Manager put the job out to bid and require bidders specify type of product, paint and detail the multi-step system proposed to perform job. Dwayne Nitz will				
3.3.6	<b>Clifton Business Coalition (CBC) –</b>	Announced the Historic Garden Tour, Tuesday April 21, 2015. The Garden Club of Virginia has chosen Clifton as a site for one of its annual House and Garden Tours.				

Anticipated that 900 visitors will attend. <a href="http://www.vagardenweek.org">www.vagardenweek.org</a>					
<b>4</b>	<b>Communications- None</b>				
<b>5.</b>	<b>Citizen's Remarks - None</b>				
<b>6.</b>	<b>Unfinished Business</b>				
<b>6.1</b>	<b>Clifton Arts Initiative – Theater Event – Tabled.</b>				
<b>7.</b>	<b>New Business</b>				
<b>7.1</b>	<b>Standards for Preparation of Minutes</b> – The Town Council agreed that the Town should adopt a standard for preparation of Draft Minutes, Approved Minutes and retention of recordings.				
<b>8.</b>	<b>Report of Town Manager</b>				
<b>8.1</b>	<b>Town Compliance Audits – Status.</b> – No updates. Will report at September 2014 Meeting. Town Council agreed a courtesy letter should be sent to restaurants with Use Permit attached.				
<b>8.2</b>	<b>Town Manager recognized that the Town Meeting Hall now has WIFI up and running, thanks to Fairfax County under the Cox Communications franchise agreement.</b>				
<b>8.3</b>	<b>Recognized that Fairfax County is holding meetings to update the Solid Waste Management Plan (SWMP) – Opportunity for public comment via a survey at <a href="http://www.fairfaxcounty.gov/dpwes/trashplan2015/">www.fairfaxcounty.gov/dpwes/trashplan2015/</a></b>				
	<b>Meetings will be held at the Government Centers (GC) 7:00 – 9:00 p.m. on August 18 at West Springfield and August 26 at Sully District GC.</b>				
<b>9.</b>	<b>Adjournment</b>	<b>Motion:</b>	<b>Wayne Nickum</b>	<b>2nd:</b>	<b>Dwayne Nitz</b> <b>Vote:</b> Approved