



CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, July 1, 2014, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

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

Summary of Motions:

1. Appoint Town Council Representative to Planning Commission.					
Jennifer Heilmann TC Rep	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote: Approved <i>Abstain: J. Heilmann</i> <i>Out of room: W. Hollaway</i>
2. Joint Public Hearing with Planning Commission on Signage Ordinance Revisions – No Comments Received					
Planning Commission: Forward Recommendation and Close Planning Commission Public Hearing					
Planning Commission Quorum: Judy McNamara, Patrick Pline, Mac Arnold, Jennifer Heilmann. Recommends the revised Signage Ordinance as advertised for the Joint Public Hearing to the Town Council for approval. Passed Unanimous.					
Town Council: Close Joint Public Hearing	Motion:	Wayne Nickum	2nd:	Eric Hencken	Vote: Approved Unanimous
Town Council: Adopt revised Signage Ordinance as advertised.	Motion:	Dwayne Nitz	2nd:	Wayne Nickum	Vote: Approved
3. Executive Session – Personnel Matters					
Enter Executive Session	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote: Approved
Entering Executive Session in private only to discuss personnel matters. Confirmed upon resuming the Public Meeting.					
Exit Executive Session to Resume Public Meeting	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote: Approved
4. Appointment of Town Officials – Deferred to end of meeting.					

5. Prior Minutes.							
5.1. June 3, 2014 TC Minutes approved with amendment	Motion:	Bill Hollaway	2nd:	Wayne Nickum	Vote:	Approved	<i>Abstain:</i> E. Hencken, J. Heilmann
5.2. June 19, 2014 TC Special Meeting Minutes approved	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved	<i>Abstain:</i> E. Hencken,
6. Treasurer's Report.							
6.1. Authorize payment: \$3,200 Town Attorney	Motion:	Bill Hollaway	2nd:	Wayne Nickum	Vote:	Approved	Unanimous
6.2. Statistical Report - Fee Income Collected: BPOL 76% paid; Car Tags 61% paid.	No Motion	No Motion but Council Members directed the Town Manager to initiate an outreach process to assist the Treasurer to collect past-due amounts.					
6.3. Approve Treasurer's Report	Motion:	Wayne Nickum	2nd:	Dwayne Nitz	Vote:	Approved	Unanimous
7. Standing Commission/Committee Reports:							
7.1. Planning Commission (PC). No Applications were considered. No Motions.							
7.2. Architecture Review Board (ARB) - Three Applications were considered. No Motions							
7.3. History Committee	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved	Unanimous
7.3.1. Authorize Sept. 13, 2014 Dedication Ceremony	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved	Unanimous
7.3.2. Plaques: Table Discussion	Motion:	Wayne Nickum	2nd:	Dwayne Nitz	Vote:	Approved	Unanimous
Table discussion of plaques until more information is obtained concerning budget and metal options							
8. Update Town Appointments and Committee Lists – TC made necessary appointments; Updated list attached.							
Board of Zoning Appeals (BZA): John Powell to vacancy expires 7.01.15	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved	Unanimous
Architectural Review Board (ARB) members:	Motion:	Wayne Nickum	2nd:	Eric Hencken	Vote:	Approved	Unanimous
Dwayne Nitz, TC Rep., term expires 6.30.2016; Jeff Stein and William R., (Mac) Arnold, term expires 3.4.18.							
Industrial Bond Authority (IDA):	Motion:	Wayne Nickum	2nd:	Eric Hencken	Vote:	Approved	Unanimous
Recognize resignation of William (Mac) Arnold and direct Chair to identify a replacement for approval at August Town Council Meeting.							

Streetscape Master Plan Committee	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Delete Diane Dygve and Pat Layden.						
Noise Committee: Add Mary Mills	Motion:	Dwayne Nitz	2nd:	Wayne Nickum	Vote:	Approved Unanimous
Communication Committee:	Motion:	Wayne Nickum	2nd:	Erich Hencken	Vote:	Approved Unanimous
Add Chuck Rusnak, Sandra Scales-Siwiek, Deborah Dillard, TC Rep. Recognize Donna Netchert resigned.						
Clifton Trails: Mark Khosravi Chair	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Environmental Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Unanimous
Fairfax County Agreement Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Haunted Trail Committee:	Motion:	Erich Hencken	2nd:	Wayne Nickum	Vote:	Approved Unanimous
Steve Bittner and Julie Thompson, co-chairs; update terms of all members to 06.30.16.						
Special Projects Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Town Park Committee:	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Changes stand: remove Geoff Engle, add Steve Bittner; and, Beautification Committee: Dissolve						
Use Permit and BPOL Compliance Committee: Dissolve	Motion:	Dwayne Nitz	2nd:	Eric Hencken	Vote:	Approved Unanimous
Welcoming and Sunshine Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Unanimous
Railroad Parking (RR) Policy Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Jennifer Heilmann	Vote:	Approved Unanimous
RR Siding Parking Committee: Approve Members listed.						
Traffic, Parking and Safety Committee:	Motion:	Wayne Nickum	2nd:	Jennifer Heilmann	Vote:	Approved Unanimous
Rename – delete word “Parking.” Approve present member list.						
Parking Committee:	Motion:	Wayne Nickum	2nd:	Jennifer Heilmann	Vote:	Approved Unanimous
Approve list; add Deborah Dillard as TC Rep; add Michelle Stein and Theresa Balkin.						

Clifton Candlelight Committee:	Motion:	Wayne Nickum	2nd:	Jennifer Heilmann	Vote:	Approved Unanimous
Tom McNamara, Chair; remove everyone else, take McNamara recommendations at August TC Meeting.						
Town Hall Committee: Dissolve	Motion:	Deborah Dillard	2nd:	Wayne Nickum	Vote:	Approved Unanimous
Council for the Arts:	Motion:	Deborah Dillard	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Appoint Darrell Poe, Chair; take Poe recommendations at August TC Meeting; Deborah Dillard, Town Council representative. Approve remaining members who still live in Town, exceptions – delete Meryl Engle and Lynn Garvey Hodge, Jacqueline Lambertson.						
Finance Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Unanimous
Golden Spike Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Unanimous
Historic Preservation Committee:	Motion:	Wayne Nickum	2nd:	Eric Hencken	Vote:	Approved Unanimous
Add Chuck Rusnak ; remove Kim Bittner and Lynne Garvey Hodge;						
Floodplain Park Committee: Dissolve	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Clifton Business Coalition: Appoint Jennifer Heilmann, TC Representative	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
A number of committees were discontinued with the understanding that any committee can be renewed if there is a need and interest.						
County Government Liaisons: Approve.	Motion:	Bill Hollaway	2nd:	Wayne Nickum	Vote:	Approved Unanimous
Athletic Council: Jeff Stein; Fire Liaison: Dwayne Nitz TC Rep; Sully Citizens Advisory (PD): Dillard TC Rep; and, VA Tobacco Tax Board: Wayne Nickum TC Rep.						
Town Parks & Facilities	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Town Parks Manager: Donna Netchert; Town Hall Manager: Darrell Poe; and, TC Rep: Deborah Dillard						
Appoint Town Officials:	Motion:	Bill Hollaway	2nd:	Dwayne Nitz	Vote:	Approved Unanimous
Attorney: Maureen Gilmore, term expires 6-30-2016; Town Clerk: Kathleen Barton Volonsevich term to expire 12-31-2014;						

Town Treasurer term expires 6-30-2015; and,
 Town Manager: Sandra Scales-Siwiek, term expire 6-30-2016.

Check Signature Authorizations: **Motion:** Wayne Nickum **2nd:** Dwayne Nitz **Vote:** Approved Unanimous

Authorize Marilyn Barton, Bill Hollaway and Wayne Nickum to continue as signers on the Town of Clifton Bank Accounts; any two for checks and only one required for transfers between Town of Clifton Accounts.

9. Communications

9.1. Eagle Scout Project Proposal: Add discussion item to agenda August 2014 TC Meeting **Motion:** Wayne Nickum **2nd:** Dwayne Nitz **Vote:** Approved Unanimous

9.2. Town Hall Theatre Event: Add discussion item to agenda August 2014 TC Meeting **Motion:** Bill Hollaway **2nd:** Deborah Dillard **Vote:** Approved Unanimous

10. Citizen's Remarks - None

11. Unfinished Business

11.1. Progress Report -- Compliance Audits Process by Town Manager – No Motions

12. New Business

12.1. Request for Approval of Funds to: (i) Replace Park Fence on Chapel Road; and (ii) Mulch/Chips for Tot Lots

\$1,350 Fence/Wells **Motion:** Wayne Nickum **2nd:** Bill Hollaway **Vote:** *Roll Call* Approved Unanimous

12.2. Authorize expenditure of \$1,350 for replacement of fence in Town Park and approval of Wells.

\$2,514 Tot Lot Mulch **Motion:** Wayne Nickum **2nd:** Deborah Dillard **Vote:** *Roll Call* Approved Unanimous

12.3. Approve \$2,514 for Tot Lot Mulch

12.4. Town Flags and Banners

Motion to have banners on Chapel Rd. up only between May and mid-November. **Motion:** Wayne Nickum **2nd:** Dwayne Nitz **Vote:** Approved Unanimous

12.5. Golf Cart Ordinance –Next Steps – No Motions

13. Report of Town Manager **No Motions**

14. Adjournment **Motion:** Wayne Nickum **2nd:** Deborah Dillard **Vote:** Approved Unanimous

Order of Business

1. Appoint Town Council Representative to Planning Commission – Jennifer Heilmann (See Summary

Motion for vote.)				
2. Joint Public Hearing with Planning Commission on Signage Ordinance Revisions – Opportunity for Public Comment (none); Planning Commission Recommended Town Council approve Signage Ordinance as advertised for Public Hearing. Town Council adopted revised Signage Ordinance effective immediately. (Signage Ordinance Attached.) (See Summary Motion for vote.)				
3. Executive Session – Personnel Matters. (See Summary Motion for vote.)				
4. Appointment of Town Officials – Deferred to end of meeting. (See Summary Motion for vote.)				
5. Review of the Minutes - Regular Town Council Meeting minutes for June 3, 2014 were amended and approved; June 19, 2014 Town Council Special Meeting to adopt budget resolutions were accepted and approved. (See Summary Motion for vote.)				
6. Report of Treasurer	Closing Date:	6/30/2014	Presenter:	Marilyn Barton, Treasurer
Treasurer’s Additional Comments / Recommendations/ Requests	<ul style="list-style-type: none"> Cash Balance Report as of 6/30/2014: Have Security Deposit of \$2,245.24; Money Market Savings Account is \$484,978.06; C.D. is \$338,254.11; Checking Account 29,350.11; Investments-LGIP \$916.30; Total Checking/Savings is \$855,743.82. \$75,000 was transferred from the checking account to the Money Market Savings on June 30, 2014. Deposits were made from the Gala in the amount of \$29,898.40 and from the IDA Bond interest in two payments for \$4,343.75 – one for 1/1/14, the second for 7/1/14. 			
6.1. Authorize payment to Town Attorney for \$3200 (Roll-Call Vote)	Motion:	Bill Hollaway	2nd:	Wayne Nickum Vote: Approved
Roll Call Vote:	Wayne Nickum	AYE	Dwayne Nitz	AYE
	Jennifer Heilmann	AYE	Eric Hencken	AYE
	Deborah Dillard	AYE	Bill Hollaway	AYE
6.2. Statistical Report - Fee Income Collected: BPOL 76% paid; Car Tags 61% paid. No Motion but Council Members asked Mayor to authorize Town Manager to initiate outreach to assist the Treasurer to collect past-due amounts.				
6.2.1. Statistical Report on BPOL Filings, Timely Filings, Non-Filter Follow-Up (No Names of Businesses or Amounts). Treasurer presented that as of June 29, 2014 the Town received filings for 76% (44 businesses). Did not yet receive filing for 24% (14 businesses). Three of the businesses may have ended or not actually opened. Estimated amount of revenue that is pending is \$2,400 based upon prior year reporting. Last year, Treasurer was able to work with those who did not file and collect the outstanding BPOL amounts. Treasurer recommended further support from the Town Manager to ensure compliance.				
6.2.1.1. Summary of Discussion BPOL: 14 businesses have been notified by a letter from the Treasurer but continue to be delinquent. Applications and tax payments are due on March 1 every year for established businesses and within 75 days of starting for new businesses. Town Council directed Town Manager to follow-up with a letter then an in-person visit to remind the business owner of the Town Code provisions for non-compliance. That is, Town Code, Sec. 4-9 permits the levy of penalties and interest (up to 10%) for failure to file or pay; and, that Sec 4-14 establishes criminal penalties for failing to apply. Moreover, Sec.9-10.i provides that all Use Permits expire three months after written notice is given that BPOL is delinquent.				
6.2.2. Statistical Report on Town License Tag Application – Timely Filings, Non-Compliance, Household Non-Filter Follow-Up (No Names). Treasurer Marilyn Barton presented hat as of June 29, 2014, 61% of households have registered and paid for the 2014-2015 auto tax. 39% remain outstanding after two follow-up reminders. Estimated amounts unpaid are from \$1,122 to \$1,500 – depending upon number of vehicles				

still owned. She recommended an additional follow-up letter be prepared and mailed, not only urging compliance but indicating what the penalty would be for non-compliance.					
6.2.2.1. Summary of the Discussion Vehicle Tags: 39% remain outstanding after two follow-up letters from the Treasurer. Tags are \$33 per year and due October 1 for the coming year. That is, fees due October 1, 2013 covered October 5, 2013 through October 4, 2014. It is a separate obligation from any vehicle fees due to the state. Town Council directed Town Manager to follow-up with a letter then an in-person visit to remind the vehicle owner of the Town Code provisions for non-compliance. That is, Town Code Sec. 7-11 imposes a fine for failing to comply with vehicle tag provisions of \$125 and/or a maximum of five (5) days imprisonment					
6.3. Approve Treasurer's Report	Motion:	Wayne Nickum	2nd:	Dwayne Nitz	Vote: Approved
7. Reports of Planning Commission, Architectural Review Board, and Standing Committees – No Apps					
7.1. Planning Commission: Report forwarded by Chair Kathy Kalinowski and read by Bill Hollaway. Villagio and Clifton Café gave up playing recorded and amplified music outdoors on Main Street for the time being. Report attached.					
7.2. ARB: Dwayne Nitz reporting, for information only. Three applications have been received and were considered: 1) Arnold Garage Door, conforming/approved; 2) Clifton House Golden Hills sign conforming/approved; and 3) Chesney removing garage roof.					
Dwayne Nitz presented. Three applications were approved. ARB report attached.					
7.3. History Committee					
7.3.1. Sangster's Station. Dedication Ceremony for Civil War Sangster Station plaque in Caboose Plaza on September 13, 2014. 155 th New York Regiment Re-enactors will be participating and offer to conduct living history re-enactments during their stay. Details to follow as developed. Authorized Sept. 13, 2014 Dedication Ceremony to take place including use of either Ayre Square or Town Park for Reenactors. See Summary Motion for vote.					
7.3.2. Sangster's Station Monument Plaques. A monument that used to be mounted at Sangster's Station was taken down in the 1960's. There is a mold of the plaques. The History Committee requests about \$2,100 to have a bronze copy made of them and place them in Clifton Museum at Acacia Lodge. Table discussion of plaques until more info is obtained concerning budget and metal options See Summary Motion for vote adding to August TC meeting agenda.					
8. Update Committee Lists and Appointments - See Summary Motion for list of actions.					
8.1. Check Signature Authorizations. Approved Marilyn Barton, Bill Hollaway and Wayne Nickum as authorized signers; dual signature (two) required for checks; single signature (one) for transferring money between Town of Clifton accounts. (See Summary Motion for vote.)					
9. Communications					
9.1. Eagle Scout Project. Added discussion of Eagle Scout Project Proposal to August 2014 TC Meeting. See Summary Motion for vote.					
9.2. Town Hall Theatre Event. Added discussion of Town Hall Theatre Event to August 2014 TC Meeting. See Summary Motion for vote.					
9.3. Wine Festival. Discussion Wine Festival Impacts. Dwayne Nitz presented that during 2014 Wine Festival there were vendors going onto private property. Should let event organizer know. Requested this be put on August 2014 agenda.					
9.4. Side-walk Right-of-Way. The state DOT has notified the town that they need authorization from property owners along Chapel to extend the side-walk to the parking lot. Steve Effros is working the issue on behalf of the Town Council.					
10. Citizen's Remarks - None					

11. Unfinished Business						
11.1. Progress Report -- Compliance Audits Process by Town Manager – Town Manager distributed a copy of the opening letter to be delivered to businesses announcing a compliance review. It outlines the review objectives, timelines and roles/responsibilities in the process. (Attached)						
12. New Business						
12.1. Request Approval of Funds: (a) Replace Park Fence on Chapel Road; and (b) Mulch/Chips for Tot Lots						
12.1.1.	Expenditure \$1,350	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote: Roll Call Approved Unanimous
Authorize expenditure of \$1,350 for replacement of fence in Town Park and approval of Wells.						
Roll Call Vote:	Wayne Nickum	AYE		Dwayne Nitz	AYE	
	Jennifer Heilmann	AYE		Eric Hencken	AYE	
	Deborah Dillard	AYE		Bill Hollaway	AYE	
12.1.2.	Expenditure \$2,514	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote: Roll Call Approved Unanimous
Approve \$2,514 for Tot Lot Mulch.						
Roll Call Vote:	Wayne Nickum	AYE		Dwayne Nitz	AYE	
	Jennifer Heilmann	AYE		Eric Hencken	AYE	
	Deborah Dillard	AYE		Bill Hollaway	AYE	
12.2. County Police Proposal to Direct Traffic on Main Street during Rush Hour.						
There was discussion among the Town Council concerning the traffic in Clifton and the effects of Police Officers possibly directing traffic flow. Discussion was tabled to August 5, 2014 meeting.						
12.3. Town Flags and Banners. Approved motion to have banners on Chapel Rd. up only between May and mid-November. (See Summary Motion for vote.)						
12.4. Golf Cart Ordinance – Next Steps. Eric Hencken is in receipt of the draft ordinance gleaned from other ordinances around the state enacting similar legislation. He has contacted Golf Cart Owners to gather input.						
12.5. Summit Right-of-Way Proposal. The Town has received an inquiry from Summit to explore the requirements to lay cable in the right-of-way from the tracks to Clifton Road. They have been invited to the Planning Commission to discuss the process and their proposal. Steve Effros will follow-up for the Town Council.						
13. Report of Town Manager						
13.1. Town Hall Internet. Meeting with Fairfax County determined that the Town Meeting Hall – as a County-owned Community building – does qualify to be included on the County-operated INet. This service is provided to County-owned facilities for citizen access to the World Wide Web free of charge. Installation needed to wait until after new fiscal year commenced July 1, but is anticipated to be completed during July.						
13.2. Town Hall Availability Calendar. The Town webmaster added a link to the Town Hall calendar showing basic busy/not busy time slots. There were some wrinkles with comingling associated calendars that are being worked out.						
13.3. Town Web Site. The Town webmaster has completed some organizational changes to the website to permit a more logical presentation of information. These tabs are being populated now.						

13.4. Town Administrative Staff Position Descriptions. The Town Manager has begun compiling and sorting the tasks, roles and responsibilities assigned to Town officials by the Town Code and the Code of Virginia.

14. Adjournment See Summary Motion for vote.