



CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, June 3, 2014, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Town Council Present:	Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Chuck Rusnak; Deborah Dillard; John Powell; 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. Swear-in of New Council Members for 2014-2016						
2. Public Hearing: Budget for Fiscal Year 2014-2015 – Opportunity for Public Comment						
Close Public Hearing: Budget Fiscal Year 2014-2015	Motion:	Wayne Nickum	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
Schedule Special Meeting --	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approved Unanimous
Budget Approval -- Wednesday, June 11, 2014 at 7:30 pm at the Town Meeting Hall.						
3. Public Hearing: Parking Ordinance Revisions – Opportunity for Public Comment						
Close Public Hearing: Parking Ordinance Revisions	Motion:	Wayne Nickum	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
Add consideration of Parking Ordinance revisions to the present agenda.	Motion:	Bill Hollaway	2nd:	Wayne Nickum	Vote:	Approved Unanimous
Approve recommendation of Planning Commission --	Motion:	Bill Hollaway	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
adopt Parking Ordinance Revisions – effective immediately.						
4. Prior Minutes.						
Approve Special Meeting/Budget Work Session on 4/26/14.	Motion:	Deborah Dillard	2nd:	Chuck Rusnak	Vote:	Approved Abstain: W.Nickum

Approve Special Meeting/Budget Work Session on 5/3/2014.	Motion:	John Powell	2nd:	Chuck Rusnak	Vote:	Approved Abstained: D.Dillard Nay: W.Nickum
Approve Special Meeting/Budget Work Session on 5/10/2014.	Motion:	Deborah Dillard	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
Approve May 13, 2014 Regular Minutes with one correction.	Motion:	Dwayne Nitz	2nd:	Chuck Rusnak	Vote:	Approved Abstain: W.Hollaway
5. Treasurer's Report.						
Approve Treasurer's Report	Motion:	Bill Hollaway	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
Request Engagement Letter detailing proposed FY2014-15 Audit Scope and expense details.	Motion:	Bill Hollaway	2nd:	Dwayne Nitz	Vote:	Approved Unanimous
Authorize reimbursement up to \$200 for emergency procurement replacing Treasurer 's Town Printer	Motion:	Bill Hollaway	2nd:	Dwayne Nitz	Vote: (Roll Call)	Approved. Abstain: D.Dillard
6. Standing Commission/Committee Reports:						
<ul style="list-style-type: none"> Planning Commission (PC). 						
Approve PC recommendation: Use Permit -- Ronnie Martinez/Goldenhills Papercrafts	Motion:	Wayne Nickum	2nd:	Chuck Rusnak	Vote:	Approved Unanimous
Establish Committee to revise Noise Ordinance	Motion:	Bill Hollaway	2nd:	Dwayne Nitz	Vote:	Approve Unanimous
Extension of PC terms	Motion:	Wayne Nickum	2nd:	Bill Hollaway	Vote:	Approve Unanimous
Authorize Posting Use Permits/ Certificates of Appropriateness to Town Website.	Motion:	Bill Hollaway	2nd:	Wayne Nickum	Vote:	Approve Unanimous
<ul style="list-style-type: none"> Architecture Review Board (ARB) - No Motions 						
Parking Committee	Motion:	Wayne Nickum	2nd:	Deborah Dillard	Vote:	Approved Unanimous
7. Communications- No motions						
8. Citizens Remarks: No Motions						
9. Unfinished Business						

9.1. Lion's Club Car Show – Parking / Street Changes Approve Resolution with additions	Motion: Wayne Nickum	2nd: Dwayne Nitz	Vote: Approved Unanimous
9.2. Compliance Audit Process	Motion: Bill Hollaway	2nd: Wayne Nickum	Vote: Approved Unanimous
Authorize Town Manager to conduct compliance reviews on premises at Town Businesses including entering property to represent Town Council, per the Code Compliance Inspection Program.			
9.3. Post Town Hall Schedule on Town Website	No Motions		
10. New Business			
10.1. Golf Cart Ordinance	No Motions		
11. Report of Town Manager	No Motions		
12. Adjournment	Motion: Wayne Nickum	2nd: Dwayne Nitz	Vote: Approved Unanimous

Order of Business

1. Swear-in New Council 2014-2016.			
Fairfax County Supervisor Michael Frey swore in the Town Council Members:			
<ul style="list-style-type: none"> • BILL HOLLAWAY, MAYOR • DEBORAH DILLARD • JENNIFER HEILMANN 	<ul style="list-style-type: none"> • ERIC GUENTHER-HENCKEN • WAYNE NICKUM • DWAYNE NITZ, VICE MAYOR 		
2. Public Hearing: Budget for Fiscal Year 2014-2015 – Opportunity for Public Comment			
Bill Hollaway reported that the Budget shows a surplus of \$26,000.			
Council Action:	Close Public Hearing	Motion: Wayne Nickum	2nd: Chuck Rusnak Vote: Approved
Council Action:	Schedule Special Meeting:	Motion: Wayne Nickum	2nd: Bill Hollaway Vote: Approved
Budget Approval on Wednesday, June 11, 2014 at 7:30 pm at the Town Meeting Hall.			
3. Results of PC Public Hearing on Parking Ordinance Revisions			
Summary of Discussion: PC Chair, Kathy Kalinowski, reported that the Planning Commission Public Hearing April on Parking Ordinance Revisions was well-attended. Public comments were received and incorporated as changes to the final draft the PC recommends for Town Council consideration.			
Council Action:	Close Public Hearing on	Motion: Wayne Nickum	2nd: Chuck Rusnak Vote:
Council Action:		Motion: Bill Hollaway	2nd: Wayne Nickum Vote:

Add consideration of Parking Ordinance revisions to the present agenda.					
Council Action:	Motion:	Bill Hollaway	2nd:	Chuck Rusnak	Vote: Approved
Approve PC recommendation of Planning Commission and adopt Parking Ordinance Revisions, effective immediately.					
4. Review of Prior Minutes					
Regular Council Meeting (RCM) (5/13/1014)					
Council Action:	.Approve Reg.Minutes 5/13/14	Motion:	Dwayne Nitz	2nd:	Chuck Rusnak Vote: Approved. (Abstained Bill Holloway
Approve with one correction					
4.1. Special Meeting/Budget Work Session (BWS) (4/26/1014)			Update: specify date, time, location of Public Meetings		
Council Action:	Approve BWS Minutes 4/26/14	Motion:	Deborah Dillard	2nd:	Chuck Rusnak Vote: Approved; Abstain, Wayne Nickum
4.2. Special Meeting/Budget Work Session (BWS) (5/3/2014)					
Council Action:	Approve BWS Minutes 5/3/14.	Motion:	John Powell	2nd:	Chuck Rusnak Vote: Approved. Abstained, Wayne Nickum, Deborah Dillard
4.3. Special Meeting/Budget Work Session (5/10/2014)					
Council Action:	Approve BWS Minutes 5/10/14.	Motion:	Wayne Nickum	2nd:	Chuck Rusnak Vote: Approved. Unanimous
5. Report of the Treasurer.	Closing Date:	5/31/2014	Presenter:	Marilyn Barton, Treasurer	
5.1. Review of Financial Reports:					
5.1.1. Cash Balance Report:	<ul style="list-style-type: none"> Total Checking/Savings reflects \$816,860 				
5.1.2. Budget Report: Highlights	<ul style="list-style-type: none"> Profit Loss Budget Performance Report by Fund Summary – Total operating revenue YTD \$171,489; Total operating exp. \$101,939; Net Income of \$69,550 Capital Fund Summary – Capital Grants YTD \$28,434; Exp. Net Income, \$8,803; Overall Net Income \$75,353. Interest Income – under budget 3/14 interest not posted at bank until 3/31. IDA interest not yet received. Feb. reflects \$5220 and March \$5315 received from ticket sales for Dinner Theatre. March tax revenues reflect collection of \$17,936.55 in BPOL taxes, and \$2321 for Sales tax received for Jan 2014. March Contractual Expense reflects \$2,563.75 for PC Consulting & \$1,467 for Comm. Hall Exp. \$9,000 was received from Commonwealth of VA for Fire Programs Grant. Will be transferred to FFX County Fire Department in April as pass-through 				
Council Action:	Approve Treasurer's	Motion:	Wayne	2nd:	Chuck Rusnak Vote: Approved.

Report	Nickum	Roll Call
5.1.3. Treasurer's Additional Comments / Recommendations/ Requests	<ul style="list-style-type: none"> • Recommends continuing with Anderson & White CPAs for FY14 audit of the Town's Financial Statements. TC requested Engagement Letter from Anderson White prior to budget public hearing on June 11, 2014. • Requested reimbursement for emergency purchase of replacing Town Treasurer's printer after previous printer crashed while preparing budget documents for today's public hearing. 	
Council Action:	Approve Reimbursement	Motion: Wayne Nickum 2nd: Chuck Rusnak Vote: Approved. (Abstained, Deborah Dillard)
Authorize up to \$200 for replacement printer for Town Treasurer, Roll-Call:		
	Wayne Nickum Aye	Dwayne Nitz Aye
	Johnn Powell Aye	Chuck Rusnak Aye
	Deborah Dillard Abstain	Bill Hollaway Aye
6. Reports of Planning Commission, Architectural Review Board, and Standing Committees		
6.1. Planning Commission (PC) Report.		
		Presenter: Kathy Kalinowski
6.1.1. PC Recommendation: Approve Use Permit Goldenhills Papercrafts / Ronnie Martinez		TC Notes that dumpsters need to be screened.
Council Action:	Approve Use Permit	Motion: Wayne Nickum 2nd: Chuck Rusnak Vote: Approved
6.1.2. Outdoor Music – PC Letters to Villagio, LLC and Clifton Cafe		
<p>Summary of Discussion: Planning Commission sent letters reminding businesses advertising outdoor music events that such activity is not allowed by the existing use permit. Both businesses responded with a request for further discussion to explore the possibility of amending existing use permits. The Planning Commission seeks a more comprehensive solution since Section 5-11 of the Town Code prohibits use of musical instruments outdoors and at least six businesses in town serving alcohol also have access to outdoor premises.</p> <p>PC Recommends the Town Council establish a Noise Committee to gather input from residents and businesses and determine whether any changes should be made to the ordinance, in order to deal with this issue within the framework of the Code and in a comprehensive manner, considering not only music from business sources, but also special event music.</p>		
Council Action:	Establish Noise Committee	Motion: Bill Hollaway 2nd: Dwayne Nitz Vote: Approved
Committee Named: Kathy Kalinowsk, Darrell Poe, Jennifer Heilmann, Steve Effros.		
6.1.3. Extend Expired/Expiring Terms of Planning Commissioners		
Council Action:		Motion: Wayne Nickum 2nd: Bill Hollaway Vote: Approved
Motion to extend PC terms: Kathy Kalinowski, 1/4/17; Patrick Pline, 2/1/17; Susan Yantis, 6/6/18; Pat Layden, 6/30/18; Mac Arnold, 7/11/18		
6.2. Make Use Permits and Certificates of Appropriateness Available on Town Website		

Council Action:	Motion: Bill Hollaway	2nd: Wayne Nickum	Vote: Approved
Upload file of Commercial Use Permits and Certificates of Appropriateness to Town Website			
6.3. Architectural Review Board (ARB) Report. Presenter: Dwayne Nitz. No report.			
6.4. Standing Committees – Update Town Committee Member List			
Town Council requested that Town Manager e-mail Committee Chairs to confirm members' desire to be reappointed.			
7. Communications – None.			
8. Citizen's Remarks			
8.1. Noise in the Parks and along Rail Road after 9 p.m.			
Railroad police responded; Fairfax County Police will respond, too.			
8.2. Departing Council Members Farewells.			
Mayor Hollaway recognized and thanked departing Council Members John Powell (4 years service) and Chuck Rusnak (8 years service) for their "tremendous service to the Town Council."			
John Powell: "It has been a pleasure to serve, and most educational to me. I wish Eric and Jennifer the best; the Council has been fantastic."			
Chuck Rusnak: "Thank you everybody for working with me, we did it, got a lot of things done, especially in the arts," stated Mr. Rusnak. Mr. Rusnak also submitted a list of potential projects for Town Council to consider in the upcoming term.			
9. Unfinished Business:			
9.1. Lion's Club Car Show – Parking & Street Closings			Presenter: Jim Chesley
Council Action:	Motion: Wayne Nickum	2nd: Dwayne Nitz	Vote: Approved
Motion: Approve Resolution with addition of the understanding that more "No Parking" signs will be placed around Town (Water St., School St., and Chapel Rd.), and there be a \$500 contribution from Lion's Club.			
9.2. Update on Compliance Audits and Process by Town Manager			
Council Action:	Motion: Bill Hollaway	2nd: Wayne Nickum	Vote: Approve
Motion: Authorize Town Manager to conduct compliance reviews on premises at Town Businesses including entering property to represent Town Council, per the Code Compliance Inspection Program.			
9.3. Follow-up on Town Hall Schedule on Town Website			
Summary of Discussion: It was noted that the Town Meeting Hall set up a Facebook Page, for more live updates. The Town Manager has been presently putting a screen shot of the Town Hall Schedule on the Website.			
10. New Business:			
10.1. Golf Cart Initiative – Changes to Town Ordinances to Allow Golf Carts and Utility Vehicles.			
Summary of Discussion: With the legislative change that added Clifton to the list of towns eligible to use golf carts within the town limits, there is a need to evaluate what changes would be required to the Town Code. Town manager began collecting model policies, forms, and ordinance language from other towns. The Town Council agreed that at this point it would be beneficial to establish a committee.			

11. Report of Town Manager

Town Manager addressed several administrative issues:

- 11.1. Bank Statements. Mayor authorized the Town Manager to review the bank statements monthly.
- 11.2. Position Descriptions. Town Manager will take on the task of drafting position descriptions for the town employees using the Town Code as a starting point and gathering input from employees about actual tasking. These will be brought to the Council for review.
- 11.3. Internet to the Town Meeting Hall. Meeting with Fairfax County the week of June 9 about the feasibility of adding public access Wifi and an internet connection for Town business.

12. Adjournment

Motion:

Wayne
Nickum

2nd:

Dwayne Nitz

Vote:

Approved

The Minutes were prepared by Kathleen Volonsevich, Town Clerk

Attached to the final, approved Minutes will be the Planning Commission Report that took place on May 20, 2014, the Parking Ordinance Draft, and the Lion's Club Labor Day Car Show Resolution.