



CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, May 13, 2014, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Town Council Present:	Vice Mayor Dwayne Nitz (Gavel); Chuck Rusnak; Deborah Dillard; John Powell; and, Wayne Nickum	Absent: Mayor Bill Hollaway
Town Officials Present:	Treasurer: Marilyn Barton; Town Clerk: Kathleen Barton Volonsevich; and, Town Manager: Sandra Scales-Siwiek	Absent: None

Summary of Motions:

1. Joint Public Hearing on Section 9-14 Signage: Tabled -- no Planning Commission Quorum

2. Prior Minutes. 4/1/2014, Regular Minutes, No Corrections.	Motion:	Wayne Nickum	Second:	Deborah Dillard	Vote: Approved
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Budget Work Session Minutes: Authorize adding to June 3, 2014 Town Council Agenda.

3. Treasurer's Report.	Motion:	Wayne Nickum	Second:	John Powell	Vote: Approved (unanimous)
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4. Standing Commission/Committee Reports:

- **Planning Commission (PC).** Public Hearing on 9-13 Parking, see 7.1 below.

- **Architecture Review Board (ARB)** Met but no report.

- **Parking Committee** **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

Appoint Deborah Dillard and Tom Peterson to open a dialog about Town Hall event overflow parking with Clifton House owners.

5. Milestone Communications Presentation: New Cell Tower (Continued) No Motion

6. Communications: No Motions

7. Citizens Remarks: Motion: Second: Vote:

8. Unfinished Business

8.1. Proposed Revisions to 9.13 Parking Ordinance	Motion:	Dwayne Nitz	Second:	Wayne Nickum	Vote:	Approved (unanimous)
Schedule Town Council Public Hearing for June 3, 2014.						
9. New Business						
9.1. VDOT Walkway Upgrades	Motion:	Wayne Nickum	Second:	Deborah Dillard	Vote:	Approved (unanimous)
Request Mayor to send letter						
9.2. Town Website/Town Hall Schedule	Motion:	Wayne Nickum	Second:	Dwayne Nitz	Vote:	Approved (unanimous)
Authorize Town Manager to post Town Hall Calendar						
10. Report of Town Manager						
No motion.						
11. Adjournment at 9:36 pm.	Motion:	Wayne Nickum	Second:	Deborah Dillard	Vote:	Approved (unanimous)

Order of Business

1. Joint Public Hearing on 9-14 Signage Ordinance Revisions – Opportunity for Public Comment.

Tabled and reschedule to July 2014; No Planning Commission Quorum.

2. Review of Prior Minutes

Review of Minutes - Regular Council Meeting (4/1/2014) . No Corrections.

Council Action: Approve Minutes as submitted. **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved

3. Report of the Treasurer.

Closing Date: 4/30/2014 **Presenter:** Marilyn Barton, Treasurer

3.1. Review of Financial Reports:

3.1.1. Cash Balance Report:

- Total Checking/Savings reflects \$807,223.72

3.1.2. Budget Report: Highlights

- Financial Report shows results of Budget Work Session- showing references inserted, change in format, etc.
- Sum Profit and Loss by fund: Operating funds, gross revenue year to date \$153,652.89;
- Net Income, \$61,920; Capital Funds year to date, \$23,571 with expenses of \$11,630; Net of \$2940.36; Year to date at end of April, \$64,859.87;
- Received State Fire Funds and dispersed them out to Fairfax County Fire Departments

3.1.3. Approve Treasurer's Report.

Motion: Wayne Nickum **Second:** John Powell **Vote:** Approved (unanimous)

4. Reports of Planning Commission, Architectural Review Board, and Standing Committees

4.1. Planning Commission (PC) Report. No regular meeting – **Presenter:** Chuck Rusnak

Public Hearing on 9-13 Parking Ordinance. Recommendations to be forwarded to the Town Council for June Public Hearing.

4.2. Architectural Review Board (ARB) Report. Met, no report. **Presenter:** Dwayne Nitz

4.3. Standing Committees

4.3.1. Art Guild **Presenter:** Chuck Rusnak **Committee Action:** N/A

Summary of Discussion: Art Guild sale at Fairfax Station Road Museum on Memorial Day weekend, May 25 & 26

4.3.2. Parking Committee **Presenter:** Tom Peterson, Chair **Committee Action:** N/A

Summary of Discussion:

Recommends Town Council establish a permanent Parking Committee.

Parking committee submitted a recommendation for multiple approaches to relieving current public parking issues in the Town. The Town Council is in receipt of the recommendation and will consider for further discussion in the future.

Regarding Golf Carts (GC), suggested Town request GC Owners participate in discussion to provide input to the required ordinance. Add GC ordinance to July meeting agenda.

Motion: Wayne Nickum **Second:** Deborah Dillard **Vote:** Approve

Appoint Deborah Dillard and Tom Peterson to open a dialog with Clifton House owners concerning Town Hall event overflow parking.

5. Milestone Communications: New Cell Tower – Update: Pre-proposal information regarding new cell tower at Clifton Creek Sub Station adjacent to 8 Acre Park.

Summary of Discussion: Frank Sterns, esq. spoke on behalf of Verizon and Milestone’s Project Manager Cristian Hernandez. Scott Heffernan, EBI Consulting, an engineering consultant to Verizon, presented maps with detailed explanations of coverage, and answered questions.

Scott Heffernan reported that study results indicate that 140 feet is the minimum design height necessary for Verizon to achieve its radio frequency coverage goal; however, 160 feet is the optimum design height. Verizon’s objective is to provide sufficient in-building coverage to surrounding residents and the Clifton downtown area. Moreover, the anticipated position of the tower can move 100-120 feet west while still preserving the conservation easement and without removing trees. Also, it would be possible to construct the tower as a tree pole to more fully integrate it visually with the surrounding terrain. They will incorporate these options into the next set of modeling simulations and remit results to the Town Manager along with copies of the presentation screens.

Milestone committed to pursuing a 140’ tower and moving it to the west 100 – 120 feet. Also, Milestone agrees that if a tree pole tower provides sufficient coverage, such a tower would be an appropriate choice for this location.

The Town Council encouraged the presentation team to maintain open lines of communication with the Mayor and Town Manager as they go through the application process.

6. Communications. **None.**

7. **Citizen's Remarks** **None.**

8. **Unfinished Business:**

8.1. **9-14 Parking Ordinance.** Proposed Revisions to Parking Ordinance – Schedule Public Hearing. **Presenter:** Wayne Nickum

Motion: Schedule Joint Public Hearing with Planning Commission pending agreement by Planning Commission for date and time of 7:30 pm at Regular Town Council June 3, 2014 Meeting. **Dwayne Nitz** **Second:** Wayne Nickum **Vote:** Approve

9. **New Business:**

9.1. **Request VDOT Extend Sidewalk on Chapel Road.**

Summary of Discussion: Authorize Mayor request VDOT extend sidewalk from 12700 to Clifton House to address flooding and safety issues with pedestrians in roadway.

Motion: Request Mayor to send a letter to VDOT requesting an extension of sidewalk from 12700 Chapel Rd to Clifton House. **Wayne Nickum** **Second:** Deborah Dillard **Vote:** Approve

9.2. **Town Website and Town Hall Schedule.** **Motion:** Wayne Nickum **Second:** Dwayne Nitz **Vote:** Approved

Motion: Authorize Town Manager to add the Town Hall Schedule to the Town Website. The solution is to be technologically modern and user-friendly.

9.3. **Town Employee Job Descriptions.** Summary: The Town Council would like to adopt formalized job descriptions for the Town employees. This should be addressed as those involved have the time to document duties.

9.4. **Managing Town Hall Heating/Air Conditioning and Impact on Power Costs.** Summary of Discussion: Deborah Dillard stated that there has been discussion of replacing the AC System in the Town Hall. An update will be provided at the June meeting on progress made toward Fairfax County re-scheduling last Summer's post-poned HVAC whole system replacement for this coming Summer.

10. **Report of Town Manager**

Summary of Discussion: Some facility updates are necessary to establish effective office hours such as internet access for communications/research of issues and locking office door to secure equipment. Once installed, Town Manager will post office hours at least two days a week -- one mid-morning to early afternoon (11:00 a.m. to 2:00 p.m.) and one evening (5:00 p.m. to 7:00 p.m.), avoiding conflicts with the Town Hall rental schedule. Citizens are free to request a meeting by email at any time.

11. **Adjournment: Meeting adjourned 9:36 p.m.** **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved

The Minutes were prepared by Kathleen Volonsevich, Town Clerk